

Continuing Education

Summer 2025 High School Program

Student and Parent Handbook



ADVANCEMENT • RECOVERY • ENRICHMENT

cod.edu/cehighschool

 **College of DuPage**



High School and Junior High Achiever Programs Important Information

- Register students using the parent email and phone number. Do not use the student’s school email address.
- No student younger than age 16 is allowed to be left unescorted on campus. Parents or guardians older than age 18 must sign the student in and out of the classroom.
- All students registered for High School and Junior High Achiever courses must complete the Medical/Photo/Code of Conduct Form. High School students must also complete the Grade Release Form.
- Students taking online/virtual classes must complete the Youth Academy Online Course Waiver.

cod.edu/cehighschool

For more information
(630) 942-2208
youthacademy@cod.edu



cod.edu/cehighschool

Continuing Education Summer 2025 High School and Junior High Achievers Programs Student and Parent Handbook

Welcome to College of DuPage

We are pleased that you have chosen to catch up, keep up or accelerate your academic career by participating in the COD High School program. There are multiple options available at College of DuPage for high school and junior high students, whether you take one summer course, participate in a career program or continue your education at the College.

All students are asked to read and understand the information outlined in this handbook. We also ask for parents/guardians to be familiar with the information in this document, as partners in their student’s educational experience.

In addition to credit programs, COD offers summer enrichment classes, test preparation courses, Career Academy camps, Success Series courses and private tutoring. For more information on any of these programs, visit cod.edu/cehighschool.

Have a happy and productive summer!

**College of DuPage Continuing Education
Youth Academy**
(630) 942-2208
youthacademy@cod.edu
cod.edu/cehighschool



College of DuPage

Vision
College of DuPage will be the primary college district residents choose for high quality education.

Mission
The mission of College of DuPage is to educate, enrich and empower our communities for success.

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JUNIOR HIGH ACHIEVER COURSES

Eligibility Requirements

Students entering grades 6 to 8 who have tested in the 85th percentile or higher on appropriate standardized tests, previous participation in Talent Search, Elementary Excellence, or Junior High Achievers Programs, or proof of participation in honors/accelerated coursework (i.e. current report card) is needed to be eligible for enrollment. If your student was previous enrolled in one of the accelerated programs, no further documentation is needed but please note that one your request for enrollment.

Getting Started

1. Send any supporting documentation (test scores, report card, etc.) to youthacademy@cod.edu with the subject line “Junior High Achievers Request.”
2. A Youth Academy staff member will evaluate the student’s eligibility and will respond within two business days.
3. Upon receipt of approval, call (630) 942-2208 to register. Email youthacademy@cod.edu for more information.

Required Forms

Registration is not complete until the required **Medical/Behavior/Photo release form** is completed and submitted BEFORE class begins. Required forms can be found at cod.edu/cehighschool. Forms can be completed electronically and submitted online to youthacademy@cod.edu.

You can complete forms in-person, pick up any course materials and view classrooms on specified form drop off days at the main campus Continuing Education suite in the Student Resource Center (SRC), Room 1110.

Form Drop Off days:

Wednesday, May 28, 4:30 to 6:30 p.m.
Thursday, June 5, 2 to 4 p.m.
Students who do not have a completed form may be restricted from the classroom until the required form is submitted.

Location

All Junior High Achievers (JHA) courses are held on campus in Glen Ellyn. All JHA students will check in at the Continuing Education suite in SRC 1110 for the first class. Students will need to be signed in and out of the assigned classroom for all other class meetings.

Textbooks

Required textbooks are listed in the course description. Textbooks can be purchased or rented from codbooks.com. If a textbook is not listed, then there is not a required text or it will be provided by the college.

Summer Academic Dates and Times

Session 1: Monday to Friday, June 9 to 27 (no class on Thursday, June 19)
Session 2: Monday to Friday, July 7 to 25

Attendance

All students are expected to be on time for class. Late arrivals and early dismissals can be disruptive to the class. Students are not expected to adhere to the high school attendance policy, but attending all classes will ensure strong learning outcomes. We ask that parents refrain from scheduling vacations or activities that would conflict with class attendance.

Student Drop Off and Pick Up

Per COD policy, students under the age of 16 cannot be left unattended on campus. A parent or guardian (over the age of 18) must sign the student in and out of the classroom. Students enrolled in both a morning and afternoon class will need to enroll in lunch supervision as well. Continued violations of this policy will result in withdrawal from the program without eligibility for a refund.

Program Communication

Course and program communication is primarily sent to the parent’s email address that is on file. This is usually the email that is used to register the student. To ensure that we have the correct email address on file, please contact youthacademy@cod.edu or call (630) 942-2208 with any concerns. Do not use the student’s school email or student’s personal email address when registering.

Responsible Use of Computer Equipment and Internet Access

All use of the internet must be in support of the curriculum set forth in the class. Students shall not use computers for non-academic activities unless given specific permission by the instructor. Students will be allowed internet access when it relates to classroom work and are restricted to use the software that pertains to their specific coursework. Some Junior High Achiever courses will utilize a Google Classroom. Students will be given an email address within COD’s gafe domain to access the Google Classroom. All students must adhere to the college Electronic Use and Responsible Use of Computer Equipment and Internet Access Policy.

HIGH SCHOOL CREDIT COURSES

High School Credit courses are taught by highly qualified instructors using high school textbooks and following the syllabi of high school courses. Students enrolled in these classes must comply with the expectations and policies provided in this Student and Parent/Guardian Handbook, in addition to the policies of the site location for their course(s).

REGISTRATION REQUIREMENTS

Student Eligibility

The Summer High School credit program is an extension of the regular academic program and is designed to provide students with opportunities to gain academic credit or to explore interests by auditing a class. It also helps incoming freshmen become more familiar with high school expectations.

District 204 students entering grade 9 in fall 2025 will not be eligible to receive high school math credit through this programming.

Please work with your counselor before registering. All students must meet with their high school guidance counselors to determine credit eligibility.

Keep Your Contact Information Up to Date

To help us provide you with program updates or room changes, make sure we have your current email address and phone numbers. Call (630) 942-2208 or visit our office in SRC 1110.

Use a parent email and cell phone number for registration contact information. Do not use the student’s school email address.

Cancellations and Class Capacity

We require a minimum number of enrolled students in order to run a class. To avoid inconvenience to students, staff will cancel a class three to five business days in advance of the start date and offer participants alternative classes (if applicable) or a full refund. Avoid disappointment and register early.

Tuition and Refunds

General credit courses are priced at \$379 per semester. Science credit courses include a lab fee of \$389 per semester. Course textbooks can be rented or purchased by the student.

A full refund is issued if a student withdraws from first semester classes by 5 p.m. on Thursday, June 5. Withdrawals for second semester must occur by 5 p.m. on Thursday, July 3. Please note that College of DuPage offices are closed on Fridays during the summer term, so withdrawals can only be completed online on those days through your myACCESS account.

No refunds will be issued for the following reasons:

- If the student registers for class and does not attend.
- If the student withdraws after the above-mentioned withdrawal dates for any reason.
- If the student is dropped for violation of the Student Code of Conduct or Responsible Use of Computer Equipment and Internet Access policy or the High School/Attendance Policy.

Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA) and amendments, College of DuPage Continuing Education provides the opportunity for students to succeed. Accommodations will be determined based on the documentation provided by the student or parent. The College is not responsible for communicating with your student’s counselor; you must ensure you are providing our team with the appropriate documentation. If requesting accommodations, please notify the Center for Access and Accommodations at least 30 days prior to the start of the first class. We request you follow the provided deadlines:
Semester 1: Friday, May 2
Semester 2: Friday, June 6

If accommodations are not requested by the above deadlines, the College will make every effort to provide approved accommodations but requests beyond the deadline may result in a delay of services.

Certain accommodations cannot be provided by the college, such as one-on-one classroom assistance and toileting. Students need to be able to attend class independently.

To request accommodations, please contact: Center for Access and Accommodations Student Services Center (SSC), Room 3249 Email: access@cod.edu Phone: (630) 942-2154; TDD: (630) 858-9692 Fax: (630) 942-2071

ATTENDANCE

Attendance Policy

The College of DuPage Summer High School credit program is an extension of the regular academic program and is designed to provide students with opportunities to gain academic credit or to explore interests by auditing a class. A high level of commitment is needed, because one day during the summer program equals one week during the regular school year. Prompt and consistent attendance is mandatory to ensure that contact hours, teaching and learning opportunities are consistent with the standards offered during the regular school year. **Students should not register for classes for high school credit if they have vacation plans, athletic camps/competitions or other obligations that will prevent them from attending class.**

The latest possible time to receive a refund is 24 business hours prior to the start of your class.

Absences: Summer school is a condensed school experience. However, illness and emergencies do occur. Students are allowed two (2) absences per semester course; more than two absences per semester course will result in a “Withdraw” grade being issued for no credit, without a refund. All absences are treated equally; there are no “excused” or “unexcused” absences for summer classes. Extended illness will be handled on a case-by-case basis.

Tardies: Students are expected to arrive to class and return from breaks on time. Four (4) tardies from either the start of class or from a scheduled break equals an absence. Tardiness exceeding 15 minutes and less than 60 minutes will be considered a half-day absence. Any late arrivals or early dismissals more than 60 minutes will be counted as a full day absence. **Four tardies, whether for late arrival time to class or not turning in handbook pages, equals an absence.**

Any combination of absences and tardies that exceed two (2) “days” will result in a “Withdraw” grade being issued for no credit, without a refund. Every effort will be made to notify the parent/guardian of absences or tardies.

FORMS

Required Forms:

- Medical Release Form
- Grade Release Form
- Online Youth Waiver

Forms can be found in the back of this handbook or online at cod.edu/cehighschool

Junior High Achiever students only need to complete the Medical Release Form.

Forms must be submitted at least one week prior to class start. Lack of compliance will result in the student remaining in class, but being marked tardy for the day, and for subsequent days, until forms are returned. **Students may be prevented from attending class if continued violations occur.**

Forms can be submitted online at any time to youthacademy@cod.edu. Parents can also submit forms in person at the Continuing Education Suite in SRC 1110 or on specified Form Drop off Days.

Form Drop off Days:

Students can receive course materials, hand in forms and view classroom locations. Wednesday, May 28, 4:30 to 6:30 p.m.
Thursday, June 5, 2 to 4 p.m.

Grades and Grade Release Form

High school summer school grades are available on myACCESS. Grades are not mailed home. A final exam will be given on the last day of the session. Privacy laws dictate that a signed and dated **Grade Release Form must be completed in order for College of DuPage to release and/or send your grade to any school.** Please print clearly and indicate the contact person at the high school. A grade release form is needed for each course completed by the student, including semester courses. **Grades** issued by College of DuPage for high school summer classes **are final. Parents must complete, sign and return the Grade Release Form to College of DuPage.** This policy is designed to maintain the grade/transcript as an accurate and complete record of meeting course requirements. Contact Continuing Education for future grade release inquiries. Continuing Education keeps grades on file for five years. Forms are online at cod.edu/cehighschool and should be submitted to youthacademy@cod.edu.

Set Up Your myACCESS Account and Student Email

Students are responsible for knowing their student ID number and myACCESS/email username. This information can be found in your registration letter or you can call the Continuing Education office to confirm your student's ID number.

Blackboard Use

High School students will utilize COD's online learning management program Blackboard. Course updates, grading and attendance will be posted in the Blackboard classroom. All students are required to login into their Blackboard account at bb.cod.edu before class begins. In the event of an instructor absence, a course may have online coursework required that is viewable in the Blackboard classroom.

Technology Support Student Helpdesk

(630) 942-2999
Email: studenthelp@dupage.edu

Final Exams: If a student is enrolled in a class that requires a final exam, the final will be given on the last day of class during the semester. **If a student is absent for the final exam, COD cannot and will not provide an opportunity for a make-up exam,** nor will COD administer the final exam early or proctor the exam at a later time. The grade the student will receive for the final exam in these cases will be recorded as an "F" (zero points) and will be factored into the semester grade.

Textbooks: Most classes require a textbook. **Textbooks are not included in the course fee for Continuing Education summer high school courses.** Course textbook information, including the ISBN, is provided online and in the High School Schedule of Classes at cod.edu/cehighschool. Textbooks, when needed,

are available for purchase or rent from the Follett College of DuPage Bookstore. The Bookstore is located on campus in Glen Ellyn. Visit **codbooks.com** for bookstore hours and to rent or purchase textbooks. Participants also may purchase textbooks through any online book vendor. See the textbook list on the back cover of this book.

Note: Students who do not bring their textbooks with them to class by the second day will be issued a tardy. Additional days without the course textbook will result in additional tardies assigned.

STUDENT CODE OF CONDUCT AND EXPECTATIONS

Student Code of Conduct

The opportunity to study at College of DuPage is a privilege and students are accountable for their own conduct. The condensed summer schedule warrants the institution of a strict behavior policy. Disciplinary procedures often instituted during the academic school year may not apply to this summer school program. When a student is found to be in violation of the Student Code of Conduct or the Responsible Use of Computer Equipment and Internet Access policy, the site supervisor or high school program coordinator, in conjunction with the Dean of Continuing Education, will assess the situation and make an irrevocable decision.

The following types of conduct are examples that shall result in **removal from the program:**

- Assaulting, threatening, harassing or otherwise endangering the health or safety of students, College/school personnel or anyone else within College/school facilities.

- Verbally abusing College/school personnel or students.
- Willfully impeding, obstructing, interfering with or disrupting the performance of the College/school education function.

- Failing to cooperate with College of DuPage Police personnel in the lawful performance of their duties.
- Illegal or unauthorized use of computers and the internet as detailed below in regard to the Responsible Use of Computer Equipment and Internet Access.

Cheating, plagiarizing, forgery or any other form of academic dishonesty shall result in the following:

- Students caught in any form of cheating will receive an automatic zero on the assignment. Parents will be notified.

- A repetition of such an offense shall result in an "F" for the semester grade and removal from the program.

The respective townships shall impose police action for violation of smoking ordinances. This applies to all students younger than the age of 18, on and off campus.

The following types of conduct are examples for which **police action** and removal from the program shall be enforced:

- Possessing, using, distributing, attempting to use or distribute weapons, illegal or controlled substances or look-alikes, including drugs, alcoholic beverages and fireworks.
- Intentionally damaging, destroying College/school property (including graffiti); attempting to damage or destroy College/school property; or theft of College/school property, property of College/school personnel or other students. Students engaging in such activity shall be liable for any and all costs incurred.

Responsible Use of Computer Equipment and Internet Access

All use of the internet must be in support of the curriculum set forth in the class. Students shall not use computers for non-academic activities unless given specific permission by the instructor. Students will be allowed internet access when it relates to classroom work and are restricted to use the software that pertains to their specific coursework.

Ethical Use

If a class requires online access, students should only upload or mail material that is accurate, inoffensive, non-threatening and legal. If, at any time, the classroom instructor or other students find a student online viewing/writing material that is threatening or offensive, that student will have online access revoked and will be removed from the program, as this practice is in violation of the Continuing Education Student Code of Conduct. Students must inform the classroom instructor immediately if they accidentally encounter any inappropriate material. The College cannot be held accountable for the materials found on the internet, although every attempt will be made by College of DuPage employees to prevent students from viewing inappropriate materials.

Unacceptable Use

The following list, although not inclusive, cites examples of unacceptable use of the internet:

- Violation of copyright.

- Downloading of any type of software, plug-in, etc., to a computer on the College of DuPage campus or at any of its off-campus sites.

- Online purchase or advertising of materials or services.

- Posting material created by someone else without his/her consent.

- Wasting of supplies such as paper or toner cartridges.

- Providing personal information about themselves or others while online.

Electronics Policy

The use and possession of electronic devices will be permitted in approved areas only. These devices may include, but are not limited to, cell phones, smart phones, personal listening devices, personal digital assistants, portable gaming systems and electronic computing devices. Use of these devices will be allowed only in non-instructional areas. Use of electronic devices for instructional purposes will be permitted only in classrooms where the teacher has designated the use for educational purposes. Digital textbooks are allowed and will be monitored by the instructor to ensure participants are on task. The classroom teacher has the sole discretion to allow this in his or her instructional setting. In areas where there is a reasonable expectation of privacy, such as restrooms, locker rooms and the nurse's office, the use of electronic devices is prohibited at all times.

Use of any electronic device to engage in any of the following is strictly prohibited:

- Failure to comply with an instructor's directive for use in an instructional setting

- Academic dishonesty

- Planning inappropriate behavior that would impact the orderly process of the class or the educational process

- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures, images or statements

- Talking and/or transmitting pictures, videos, or audio recording of another, without that person's consent

- Bullying, intimidating, threatening or harassing others

- Identity theft

- Interfering with a school investigation

- Creating a disruption to the educational process

College and school policies, as well as classroom guidelines, must be followed. Violators will be subject to disciplinary action, which includes the confiscation of the device and removal from the program without a refund. The College is not responsible for lost or stolen electronic devices.

Student Responsibility

The instructor is available to answer questions about course materials or class policies. If students have any concerns about their performance in the course or are not sure of an assignment, the student should speak with the instructor.

Parent responsibility

To ensure your child's success in the program we request your partnership. Please discuss the Behavior Guidelines and Prohibited Actions, Attendance Policy and Student Responsibilities with your child. Share any information you feel would help your child successfully adhere to the Code of Conduct and program requirements with your program coordinator. This may be used by the staff to provide appropriate support.

Student Issues

If there are issues or concerns about a course or an instructor, the student should attempt to resolve the issue with the instructor. If the student and instructor are unable to resolve the matter, the student should report this to the site supervisor. If the matter cannot be resolved at this level, the student should make an appeal to the High School program coordinator. The issue then may be reviewed by the College of DuPage Continuing Education dean.

Important Dates

College of DuPage offers a two-semester High School Summer program. Classes are offered Monday through Friday at a variety of times. Check our schedule of classes for more details. The first semester runs from Monday, June 9, to Friday, June 27, at College of DuPage and at our centers. The second semester runs from Monday, July 7, to Friday, July 25. These courses take place from Monday to Friday and are offered at a variety of times. **There are no classes June 19 and June 30 to July 4.**

Class Locations

Glen Ellyn classes will be held on campus at: College of DuPage
425 Fawell Blvd., Glen Ellyn, IL 60137-6599

Buildings

Berg Instructional Center (BIC)
Culinary & Hospitality Center (CHC)
Homeland Security Education Center (HEC)
McAninch Arts Center (MAC)
Seaton Computing Center (SCC)
Student Resource Center (SRC)
Health and Science Center (HSC)
Technical Education Center (TEC)

Additional Locations

COD Naperville Center
1223 Rickert Drive, Naperville, IL 60540

COD Westmont Center

650 Pasquelli Drive, Westmont, IL 60559

Grading

Upon completion of a summer school course, grades will be sent to the high school. Grades will be viewable on myACCESS as well. A Grade Release Form must be completed and signed before the grade will be forwarded. The letter grades are A, B, C, D, F, X or W. Participants taking classes for enrichment purposes only must note this on the Grade Release Form.

Letter Grade

A = 90 to 100 percent
B = 80 to 89 percent
C = 70 to 79 percent
D = 60 to 69 percent
F = 59 percent and below
X = Audit Course (no grade awarded)
W = Withdrawal (no grade awarded)
P/F (Pass/Fail) is for the Illinois and U.S. Constitution tests only

Audit Grade

Students who are looking for enrichment only would benefit from auditing a course. An "X" is recorded on the grade report and sent home. Tests and quizzes are not mandatory, and grades are not recorded. Attendance is recorded, and students must adhere to all summer school policies and procedures. Audit grades are not reported to high schools, and audits are irrevocable. Please indicate on the Grade Release Form if you want to audit the course; this decision is irrevocable.

Withdrawal for High School Credit

The instructor may assign a "W" when the student has more than two absences (four tardies = one absence) per semester course or for any violation listed in the High School Attendance policy, the Student Code of Conduct, or the Responsible Use of Computer Equipment and Internet Access policy. If a student voluntarily withdraws from a course, they should contact the High School program coordinator to officially change the Grade Release Form to ensure that no grade report is generated.

Progress Reports for High School Credit

Student progress reports will be emailed to the parent or available in Blackboard on the fifth day of class. The report includes student attendance as well as the student's current grade. Please look for those reports and contact the Youth Academy at youthacademy@cod.edu if you don't receive them.

Students, parents and caregivers can find contact information for an instructor on the class syllabus. Instructors cannot be reached during class hours. Nor can they be interrupted during instruction time.

Hybrid and Online Courses

All high school courses follow the same attendance and grading. Any class attendance dates or online attendance requirements will be outlined in the syllabus. If a student does not log in or complete the required online coursework for the day they will receive an absence. All assessments (quizzes, exams, etc.) must be conducted live with the student camera on.

CONTACT INFORMATION

College of DuPage
Continuing Education High School Programs
Phone: (630) 942-2208
Fax: (630) 942-3785
youthacademy@cod.edu

Continuing Education

YOUTH ACADEMY ONLINE COURSE WAIVER

STUDENT NAME	STUDENT EMAIL	STUDENT DATE OF BIRTH
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Waiver of Liability

I am the parent/guardian of the above named student who is under 18 years of age. I am familiar with the curriculum and the activities which take place in the Youth Academy online courses and hereby give consent for the student to participate in the Youth Academy online courses and assume all risks and hazards incidental to the Youth Academy online courses. I am responsible for the supervision of the student during his/her participation in the Youth Academy online courses.

I authorize College of DuPage to communicate with this student at the email address listed above and confirm that a parent or guardian will monitor the student's use of email and the internet for appropriate behavior as defined in the Student Online Behavior Agreement section of this document. Additionally, I authorize this email address to be used in communication between students within the class for group projects or other Youth Academy online course-related communication needs.

I authorize this student to participate in live streaming video and audio communication with College of DuPage employees and other students registered in Youth Academy online courses.

I authorize this student to use external websites and third-party vendor platforms as they pertain to Youth Academy online courses.

I agree College of DuPage is not liable for information that is retrieved or transmitted via the internet or third-party vendor platforms, or any unauthorized charges resulting from a student's use of the internet.

I understand that College of DuPage Youth Academy employees are mandated reporters and as such, any child abuse or neglect suspected as a result of live video streaming from the student's home or other communication related to the student's participation in Youth Academy online courses will be immediately reported.

I hereby release, waive, covenant not to sue, indemnify and hold harmless the College of DuPage from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, injury, illness, attorney's fees or harm of any kind or nature to me arising out of student's participation in the Youth Academy online courses. This release extends to any claim made by parents or guardians or their assigns arising from or in any way connected with the aforementioned activities.

The College of DuPage is committed to protecting minors participating in the College courses. If you, as a parent/guardian, have concerns about any misconduct, please contact the College's Continuing Education Office at (630) 942-2208.

I acknowledge that I am at least eighteen (18) years of age and I have read this document in its entirety and fully understand the terms of this Waiver.

PARENT/GUARDIAN NAME	RELATIONSHIP TO STUDENT
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PARENT/GUARDIAN SIGNATURE	DATE
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*Please note, some Youth Academy online courses may require access to Google Suite applications. For these courses, students will be given a Google account within the College's Google Apps For Education domain. Username and login information will be sent to the student's email address listed above prior to the start of the course.

GRADE RELEASE FORM

Privacy laws dictate that the following form must be completed in order for College of DuPage to release and/or send your grade to any school. Please print clearly. Questions may be directed to Continuing Education at (630) 942-2208.

STUDENT NAME	STUDENT DATE OF BIRTH
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- ☐ I am taking classes for enrichment purposes (non-credit). Do not release my grades.
- ☐ I am taking classes for credit (print name of institution receiving grades below).

I authorize grades to be released to the following high school:

NAME OF HIGH SCHOOL	CITY	ZIP CODE
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NAME OF HIGH SCHOOL COUNSELOR OR REGISTRAR
--

PARENT SIGNATURE	DATE
------------------	------

Release grades for the following 2025 summer courses:

COURSE	CODE #
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- ☐ SEMESTER 1
- ☐ SEMESTER 2

COURSE	CODE #
--------	--------

- ☐ SEMESTER 1
- ☐ SEMESTER 2

ACCOMMODATIONS

I anticipate that my child will need accommodations during class time. (select 'Yes' or 'No') If checked 'yes,' you will need to contact the Center for Access and Accommodations at (630) 942-2154 or access@cod.edu. Please note that arrangements will need to be made 30 days prior to class start. Students notifying the Center for Access and Accommodations after this deadline may experience a delay in services.

- ☐ Yes
- ☐ No

PARENT/STUDENT HANDBOOK SIGNATURE

A parent/guardian signature for the Student/Parent Handbook constitutes an understanding and acceptance of policies/conditions set forth by College of DuPage Continuing Education.

I acknowledge that I am fully aware of the consequences resulting from the violation of any of the policies listed above. I understand that disciplinary action shall be applied in a consistent and non-discriminatory manner by the site supervisors employed by College of DuPage at each of its locations. Their decisions involving disciplinary measures are binding and will not be overruled by College of DuPage. A full copy of this Student/Parent Handbook is available at cod.edu/cehighschool or a paper copy can be obtained at the Continuing Education office, Student Resource Center (SRC), Room 1110.

I, the participant, and I, the parent/guardian, understand and agree to abide by the College of DuPage Continuing Education Summer 2025 Student/Parent Handbook.

PRINT STUDENT NAME	STUDENT SIGNATURE	DATE
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PARENT/GUARDIAN SIGNATURE	DATE
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Return to College of DuPage Continuing Education prior to the first day of the semester.
Signed forms can be sent to: Continuing Education College of DuPage *OR* Fax (630) 942-3785
425 Fawell Blvd., Glen Ellyn, IL 60137 youthacademy@cod.edu

MEDICAL/PHOTO/CODE OF CONDUCT FORM

STUDENT NAME	STUDENT DATE OF BIRTH
STUDENT GRADE LEVEL (For summer, list grade level student will enter in FALL term.)	

WAIVER OF LIABILITY AND EMERGENCY MEDICAL RELEASE

(Any medications necessary for your child should be taken at home before the student comes to class.)

I authorize College of DuPage personnel to take appropriate action in the event of an emergency. Students with medical emergencies will be taken to the nearest hospital, and I understand that I am responsible for all costs incurred in relation to my child. I release College of DuPage and its directors, officers, trustees, employees and agents from all liability, in accordance with current state and federal law, arising from participation in the Continuing Education program. I also understand that if my son or daughter becomes ill* or engages in destructive behavior, the emergency contact will be called to take them home.

*Student Illness Policy: Students with a fever above 100°F or other symptoms of illness should be symptom-free without the use of medication for a minimum of 24 hours before attending.

PARENT (GUARDIAN) SIGNATURE

KNOWN ALLERGIES OR MEDICAL CONCERNS
Please provide the following phone numbers and email addresses. First, list parents or guardians. Second, if necessary, list someone who can contact a parent or guardian. Only list persons authorized to pick up your child in the event of an emergency. Print all information legibly.

1ST CONTACT: NAME	RELATIONSHIP TO STUDENT
-------------------	-------------------------

PRIMARY PHONE	WORK PHONE
---------------	------------

SECONDARY PHONE	EMAIL ADDRESS
-----------------	---------------

2ND CONTACT: NAME	RELATIONSHIP TO STUDENT
-------------------	-------------------------

PRIMARY PHONE	WORK PHONE
---------------	------------

SECONDARY PHONE	EMAIL ADDRESS
-----------------	---------------

PHOTO AND VIDEO RELEASE

I hereby give College of DuPage permission to use any photograph or video footage of my child for public relations purposes (i.e., flyers, catalogs, brochures). Please check appropriate box.

☐ Yes ☐ No

PARENT SIGNATURE	DATE
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YOUTH ACADEMY STUDENT CODE OF CONDUCT

All students participating in the Youth Academy program are required to follow the guidelines defined within this document in order to ensure safety and allow the programs to operate at their highest quality.

Youth Academy staff will redirect any student who fails to follow these guidelines and help them find alternative ways to behave appropriately. If the behavior persists, or if the student exhibits a serious prohibited action, an Incident Report will be used.

Disciplinary actions resulting from the Incident Report may include, but are not limited to, verbal warning, communication with the student's parent or guardian, loss of privileges and removal from the Youth Academy program. There will be no refunds given for students who are removed from the program due to violations of the Code of Conduct. We ask that every parent/guardian read the following information to their student to ensure all rules and consequences are understood.

BEHAVIOR GUIDELINES

1. Listen to and promptly follow instructions given by Youth Academy staff.
2. Keep your hands and feet to yourself.
3. Clean up after yourself and help others keep a clean environment.
4. Show respect for yourself, other students, staff and Youth Academy property.
5. Be helpful, kind and honest.

PROHIBITED ACTIONS

1. Endangering the health and safety of yourself, other students or staff.
2. Bullying of any kind, including but not limited to, disrespectful language, exclusion, teasing, and physical acts of aggression or violence.
3. Continual disruption of the Youth Academy program.
4. Inappropriate physical contact or use of inappropriate language.
5. Going anywhere without the supervision of a Youth Academy staff member.
6. Use of personal electronic devices without the direct permission of Youth Academy staff.

I have discussed the Behavior Guidelines and Prohibited Actions with my child and they understand what is expected from them while participating in Youth Academy programs and the consequences for not following these rules.

I understand that if my child has any medical or behavioral conditions that may require additional assistance in following these guidelines, I must contact the Youth Coordinator at (630) 942-2208 prior to the start of the program to discuss whether accommodations can be made.

STUDENT NAME	STUDENT SIGNATURE
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PARENT SIGNATURE	DATE
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Summer 2025 Textbook List

Algebra 1 (Sem 1 and 2)

Common Core Algebra 1

Pearson High School Math, ©2015

ISBN: 9780133281149

Algebra 2 with Trigonometry (Sem 1 and 2)

Common Core Algebra 2

Pearson High School Math, ©2015

ISBN: 9780133281163

Geometry (Sem 1 and 2)

Common Core Geometry

Pearson High School Math, ©2015

ISBN: 9780133281156

Precalculus (Sem 1 and 2)

Precalculus with Limits

Houghton Mifflin, ©2005

ISBN: 9780618394784

Textbook is included.

LANGUAGE ARTS

English 9 (Sem 1 and 2)

Elements of Literature

Rinehart & Winston, Inc.

Third Course, ©2007

ISBN: 9780030424144

FOREIGN LANGUAGE

Spanish 1 (Sem 1 and 2)

Avancemos!

Holt McDougal, Level 1, ©2010

ISBN: 9780554025315

Textbook is included.

Spanish 2 (Sem 1 and 2)

Avancemos!

Holt McDougal, Level 2, ©2010

ISBN: 9780554025322

Textbook is included.

Spanish 3 (Sem 1 and 2)

Avancemos!

Holt McDougal, Level 3, ©2010

ISBN: 9780554025339

Textbook is included.

SCIENCES

Biology (Sem 1 and 2)

Biology for a Changing World with Physiology, 2nd edition

W.H. Freeman & Co., ©2014

ISBN: 9781464151132

Textbook is included.

Physics (Sem 1 and 2)

Conceptual Physics

Prentice Hall, ©2006

ISBN: 9780131663015

Textbook is included.

Chemistry (Sem. 1 and 2)

Living by Chemistry, 2nd Edition

W.H. Freeman & Co., ©2015

ISBN: 978-1464142314

Textbook is included.

SOCIAL STUDIES

American Government

U.S. Government: Democracy in Action

Glencoe/McGraw-Hill, ©2010

ISBN: 9780078799822

U.S. History (Sem 1 and 2)

The Americans

McDougal-Littell, ©2012

ISBN: 9780547491158

There is no textbook for Consumer Economics or Speech.

IMPORTANT CAMPUS CONTACT INFORMATION

Follett COD Bookstore

(630) 942-2361

codbooks.com

Cafeteria/Dining Services

cod.edu/youth

Summer Lunch

Campus Central

(630) 942-3000

Campus Police

Police Department Dispatch

Open 24 hours, 7 days a week

(630) 942-2000

Center for Access and Accommodations

(630) 942-2154

access@cod.edu

Continuing Education Department

(For general information about programs, grades and attendance)

Student Resource Center (SRC)

Room 1110

Phone: (630) 942-2208

Fax: (630) 942-3785

myACCESS Support

(630) 942-2999

COD Library Resources

(630) 942-2597

College of DuPage

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Glen Ellyn, IL 60137-6599