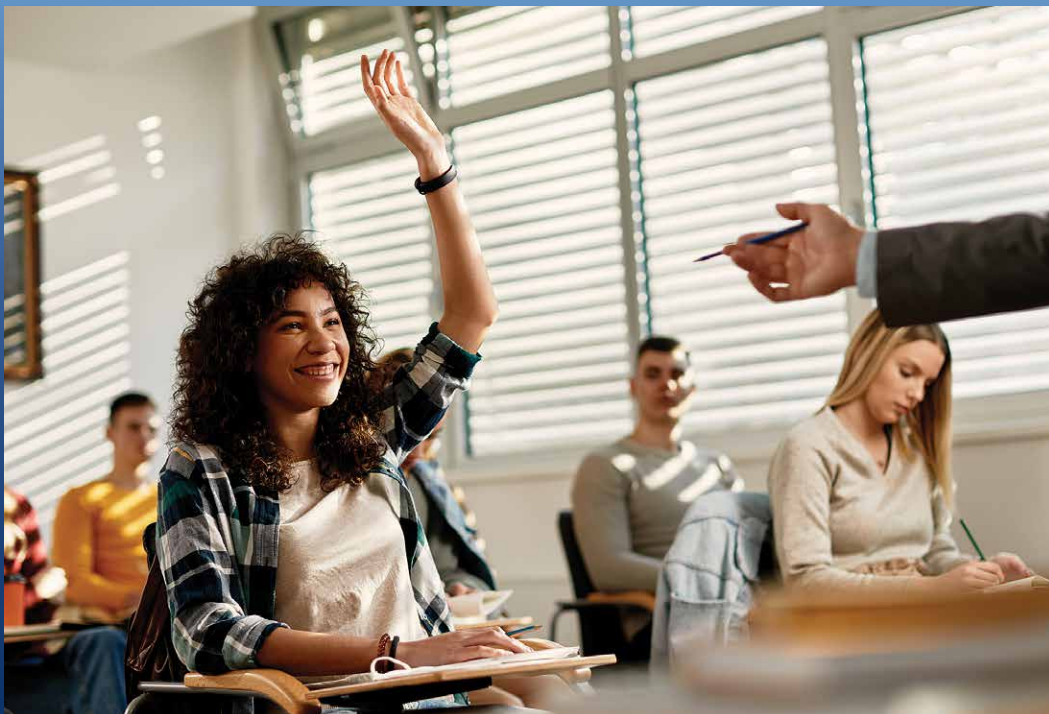


Continuing Education

# Summer 2023 High School Program

Student and Parent Handbook



**ADVANCEMENT • RECOVERY • ENRICHMENT**

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 **College of DuPage**



# Summer High School and Junior High Achievers

# 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.
- Students registered for in-person High School or Junior High Achievers courses for credit or enrichment purposes must complete the Medical/Photo/Code of Conduct Form and Grade Release Form.
- Students taking online/virtual classes must complete the Youth Academy Online Course Waiver.

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**For more information**

**(630) 942-2208**

**[youthacademy@cod.edu](mailto:youthacademy@cod.edu)**



[cod.edu/cehighschool](http://cod.edu/cehighschool)

Continuing Education

# Summer 2023 High School Program

## 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 and Junior High Achiever Program. There are multiple options available at College of DuPage for high school and Junior High Achievers 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 camps and tutoring. For more information on any of these programs, call (630) 942-2208.

Have a happy and productive summer!

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



#### 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 be a center for excellence in teaching, learning and cultural experiences by providing accessible, affordable and comprehensive education.

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@ceatcod

## HIGH SCHOOL CREDIT COURSES

High School Credit courses are taught by high school 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).

**Please note: Both student and parent/guardian must participate in an online orientation session for all high school and Junior High Achievers credit classes.**

### Junior High Achievers *A High School Preview Experience*

Students entering grades 7 and 8 can explore their interests in non-credit academic courses among a group of peers. Classes are modeled after high school credit courses and held to the same academic standards, policies and rigor you expect from our COD Youth Academy.

All classes require parents/guardians to walk students to class as well as participate in an **online orientation session**. Junior High Achiever courses are held on the main campus in Glen Ellyn.

**While COD does not offer high school credit for these courses, contact your student's school before registration to determine if credit or advanced placement can be awarded. COD can provide course outlines upon request. Grades are sent home with students on a grade sheet and are not eligible for placement on official transcripts. Grades also cannot be viewed through myACCESS.**

All program policies and procedures outlined in this handbook apply to students enrolled in the Junior High Achievers programs.

### Parent/Guardian Note

You are the first and most important teacher your child will ever have. The opportunity to work with you and your child as a team is important to all of us. This handbook is issued to help students and parents become familiar with the general policies of the High School program at College of DuPage and the College itself. Please read the information and contact Continuing Education regarding any questions about the information enclosed.

## REGISTRATION REQUIREMENTS

### Student Eligibility

COD High School programs are open to students entering or currently enrolled in high school, while the Junior High Achievers program accepts incoming seventh- and eighth-grade students.

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. These summer courses are used by District 204 to inform placement for 2023-24.

**District 204 students entering grade 9 in fall 2023 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.

### 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 \$349 per semester. Science credit courses include a lab fee of \$369 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 Friday, June 9. Withdrawals for second semester must occur by 5 p.m. on Friday, July 7. 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 12

Semester 2: Friday, June 9

Students notifying the Center after this deadline may have a delay in receiving services.

To request accommodations, please contact: Center for Access and Accommodations Student Services Center (SSC), Room 3249  
Email: [access@cod.edu](mailto: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.

**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 will be considered an absence. **Four tardies, whether for late arrival time to class or not turning in handbook pages, equals an absence.**

**Forms:** The Student and Parent Handbook forms must be returned **on or before the first day of class**. Please see the forms at the conclusion of the handbook for signature pages. 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.**

**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.

## 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](http://cod.edu/cehighschool) and should be submitted to [youthacademy@cod.edu](mailto: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.

**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](http://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, Monday to Thursday, 7:45 a.m. to 7 p.m. Visit [codbooks.com](http://codbooks.com) to rent or purchase textbooks. Participants also may purchase textbooks through any online book vendor. See the textbook list on page 11.

**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.

## 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 and Junior High Achievers 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 12, to Friday, June 30, at College of DuPage and at our centers. The second semester runs from Monday, July 10, to Friday, July 28. These courses take place from Monday to Friday and are offered at a variety of times. **There are no classes July 3 to 7.**

## 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)  
Homeland Security Education Center (HEC)  
McAninch Arts Center (MAC)  
Seaton Computing Center (SCC)  
Student Resource Center (SRC)  
Health and Science Center (HSC)

## Additional Locations

COD Naperville Center  
1223 Rickert Drive, Naperville, IL 60540

## 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, he/she 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 at least once during each semester. The report includes student attendance as well as the current grade. Please look for those reports and contact Continuing Education at (630) 942-2208 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.

## CONTACT INFORMATION

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

## YOUTH ACADEMY ONLINE COURSE WAIVER

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STUDENT NAME

STUDENT EMAIL

STUDENT DATE OF BIRTH

### Waiver of Liability

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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

PARENT/GUARDIAN SIGNATURE

DATE

\*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 \_\_\_\_\_

- 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 \_\_\_\_\_

NAME OF HIGH SCHOOL COUNSELOR OR REGISTRAR \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Release grades for the following 2023 summer courses:**

COURSE \_\_\_\_\_ CODE # \_\_\_\_\_

- SEMESTER 1       SEMESTER 2

COURSE \_\_\_\_\_ CODE # \_\_\_\_\_

- SEMESTER 1       SEMESTER 2

**ACCOMMODATIONS**

I anticipate that my child will need accommodations during class time. (Yes or No) If checked 'yes' a member from the Youth Academy staff will be in further contact with you. Please note that arrangements will need to be made 30 days prior to class start.

- 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](http://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 2023 Student/Parent Handbook.**

PRINT STUDENT NAME \_\_\_\_\_ STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**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



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## MEDICAL/PHOTO/CODE OF CONDUCT FORM

STUDENT NAME

STUDENT DATE OF BIRTH

### 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 him or her home.

\_\_\_\_\_  
PARENT (GUARDIAN) SIGNATURE

\_\_\_\_\_  
KNOWN ALLERGIES OR MEDICAL CONCERNS

Please prioritize the following phone numbers. Please print all information legibly. Number them in the order which we are most likely to contact a parent or guardian. Only list persons authorized to pick up your child in the event of an emergency. Thank you!

#### 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

# YOUTH ACADEMY STUDENT CODE OF CONDUCT

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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.*

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STUDENT NAME

STUDENT SIGNATURE

---

PARENT SIGNATURE

DATE



## Summer 2023 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

## 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

### Spanish 2 (Sem 1 and 2)

**Avancemos!**  
Holt McDougal, Level 2, ©2010  
ISBN: 9780554025322

### Spanish 3 (Sem 1 and 2)

**Avancemos!**  
Holt McDougal, Level 3, ©2010  
ISBN: 9780554025339

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