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
cod.edu/cehighschool

Mandatory Orientation Sessions

All students registered for both the 2020 high school summer program and Junior High Achievers program are required to complete an in-person or online orientation session with a parent or guardian. Students and parents review and sign required documents as part of the session. Details of this presentation include:

- Program Policies
- Grading
- Student/Parent Handbook
- Required Paperwork
- Grade Release Authorization Forms
- Hard Copies of the Student and Parent Handbook

The option of an in-person orientation session is also available only for students registered at District 204 High School programs on the following date:

Wednesday, May 13, 7 to 8 p.m.
Neuqua Valley High School, Naperville

Visit cod.edu/cehighschool for registration details and call (630) 942-2208 or email ce@cod.edu for more information.

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 be a center for excellence in teaching, learning and cultural experiences by providing accessible, affordable and comprehensive education.
HIGH SCHOOL CREDIT COURSES

High School Credit courses are taught by high school instructors using high school textbooks and following the syllabus and grading system of the high school. Students enrolled in these classes must complete the same examinations and policies provided in this Student and Parent Handbook, in addition to the policies of the site location for their courses.

Please note: Both student and guardian/parent must participate in an online or in-person orientation session for all high school and junior high 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 requirements we expect from our COD Youth Academy.

Students are recommended to walk students to their class as well as participate in an online orientation session. Junior High Achiever classes are on the main campus in Glen Ellyn.

While COD does not offer High School Credit for these courses, be sure to contact your student’s teacher and school counselor to determine if credit or advancement is possible. Credit can be awarded. COD can provide course outlines upon request. Grades are sent home with students on a grade sheet and are not transferable to transcripts or to be viewed through myACCESS.

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

Parent/Guardian Note

It is the responsibility of the student’s parent/guardian to inform the student of the consequences of any action.

Record Keeping

Students are expected to keep a complete record of classes attended and grades received. Course outlines can be purchased or rented by the student.

Catalog Changes

The College reserves the right to change standards, programs, courses, textbooks, faculty assignments, fees and procedures at any time.

REGISTRATION REQUIREMENTS

Student Eligibility

COD high school programs are open to students entering or currently enrolled in high school while the junior high achiever program accepts entering or currently enrolled in high school, or seventh- and eighth-grade students. Students engaging in such activity will be immediately removed 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

• Willfully impairing, obstructing, interfering with or disrupting the operations 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.

Ethical Use

If a class requires online access, students should only upload or mail material that is accurate, appropriate, and original. If, at any time, the classroom instructor or other student finds a student viewing/writing material that is threatening or offensive, that student will lose online access revoked and will be removed from the program, as well as in violation of the Continuing Education Student Code of Conduct.

All students are expected to conduct themselves in an appropriate manner. The College cannot be held accountable for the material found on the internet, although every attempt will be made for 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., that is prohibited by the COD 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 their consent.

• Wasting class time such as paper or toner cartridges.

• Sharing personal information about themselves or others while online.

Grades and Grade Release Form

High school seniors who are college bound may request a Grades and Grade Release Form available on myACCESS. Grades are not mailed to students. A final exam will be given on the last day of the semester (or course). A signed and dated Release of Grade form must be completed and returned to the college to release and/or send your grade to any school. Please print clearly and indicate the college name at the high school. A released, semester course grade form is needed for each course completed by the student, including semester courses. Grades issued by College of DuPage for high school summer courses and final grades, must complete, sign and return the Release of Grade form for College of DuPage to release the student’s grade to the appropriate high school.

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.

Set Up Your myACCESS Account and Student Email

After registration, your student will automatically receive a “dupage.edu” email account. You are responsible for knowing your 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 the class in the semester. If a student is absent for the final exam, COD cannot guarantee a make-up exam, and will not provide the opportunity for any make-up work, nor will COD administer the make-up exam early or later. Grades will be based only on 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 can be rented or purchased by the student. Information can be found in your registration letter or you can call the Continuing Education office to confirm your student’s ID number. Textbooks for Continuing Education summer high school courses are available for purchase or rent from the Follett College of DuPage Bookstore. The Bookstore is located on campus in Glen Ellyn, Monday through Thursday, 7:45 a.m. to 7 p.m. Visit http://bookstore.dupage.edu or by phone. Participants may also purchase textbooks through the course textbook order form. If a class requires online access, students should only upload or mail material that is accurate, appropriate, and original. If, at any time, the classroom instructor or other student finds a student viewing/writing material that is threatening or offensive, that student will lose online access revoked and will be removed from the program, as well as in violation of the Continuing Education Student Code of Conduct.

If a class requires online access, students should only upload or mail material that is accurate, appropriate, and original. If, at any time, the classroom instructor or other student finds a student viewing/writing material that is threatening or offensive, that student will lose online access revoked and will be removed from the program, as well as in violation of the Continuing Education Student Code of Conduct.

Students must report and immediately notify the College of DuPage employees to prevent students from viewing inappropriate materials.

Student Code of Conduct

The opportunity to study at College of DuPage is a privilege and students are accountable for their own conduct. The conformed standard of conduct and integrity warrants the institution of a strict behavior policy. Disciplinary processes are suspended during the academic year prior to summer school and during the academic year following during the academic year school. Students are expected to be present for both summer school and during the academic year following the summer school. Students should not register for classes until they have been cleared of any disciplinary issues.

The following types of conduct are examples that shall be removed from the program:

• Assisting, 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

• Willfully impairing, obstructing, interfering with or disrupting the operations 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.

Chewing, plagiarizing, forger any other form of academic dishonesty shall result in the following:

• Students caught in any form of cheating will be administratively given an automatic zero assignment. Parents will be notified.

• A repetition of such an offense shall result in 10 semesters grade and removal from the program.

Responsible Use of Computer Equipment and Internet Access

All use of the internet must be in support of the curricular set forth in the class. Students shall not use computers for non-academic related activities unless given specific permission by the instructor.

Students will be given access to the internet when it relates to classroom work and are restricted to the use of software that pertains to their specific coursework.

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., that is prohibited by the COD 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 their consent.

• Wasting class time such as paper or toner cartridges.

• Sharing personal information about themselves or others while online.

Grading Policy

Grades are calculated for each semester course and range from A to F. Credit for these courses, be sure to contact your student’s school before registration to determine if credit or advancement is possible. Credit can be awarded. COD can provide course outlines upon request. Grades are sent home with students on a grade sheet and are not transferable to transcripts or to be viewed through myACCESS.

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

Parent/Guardian Note

It is the responsibility of the student’s parent/guardian to inform the student of the consequences of any action.

Record Keeping

Students are expected to keep a complete record of classes attended and grades received. Course outlines can be purchased or rented by the student.

Catalog Changes

The College reserves the right to change standards, programs, courses, textbooks, faculty assignments, fees and procedures at any time.
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, electronic computing devices, etc. 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 the restrooms, locker rooms, nurse’s office, etc., 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 complete 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 inappropriate pictures, images or statements
- Taking 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 include 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 and then may be reviewed by the College of DuPage Continuing Education department.

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.

- First semester runs from Monday, July 6 to Monday, July 27.
- Second semester runs from Monday, July 6 to Thursday, July 23.

There are no classes June 30 to July 3.

- District 204 (Metea Valley, Neuqua Valley) classes are scheduled from 7:30 a.m. to 12:30 p.m., Monday to Thursday.
- First semester runs from Monday, June 8 to Thursday, June 25.
- Second semester runs from Monday, July 6 to Thursday, July 23.

There are no classes June 29 to July 3.

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 (HSEC)
- Seaton Computing Center (SCC)
- Student Resource Center (SRC)
- Health and Science Center (HSC)

Additional Locations

- Metea Valley High School
- 1801 N. Eola Road, Aurora, IL 60502
- COD Central Stream Center
- 500 Kuhn Road, Carol Stream, IL 60188
- COD Naperville Center
- 1223 Richard 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 Release of Grade form must be completed and signed before the grade is 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 Release of Grades 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)

Letter Grade (continued)

- 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

"X" is recorded from the instructor when the student has no more than two absences (four tardies = one absence) per semester course or for any violation listed in the High School Attendance Policy or the Student Code of Conduct – Appropriate Use of Computer/Online Resources Contract. 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 sent home with the student 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 if you haven’t received them at (630) 942-2208.

Should a parent need to contact an instructor for any reason, all instructors provide a telephone number and/or email address on their syllabus. Instructors cannot be reached during class hours or interrupted during instruction time.

CONTACT INFORMATION

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

SUMMER 2020 TEXTBOOK LIST

Algebra I (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: 9780133281156

Pre-Calculus (Sem 1 and 2)
Pre-Calculus with Limits
Houghton Mifflin, ©2004
ISBN: 0618334788

LANGUAGE ARTS

English 9 (Sem 1 and 2)

Elements of Literature
Rinahart, & Winston Inc.
Third Course, ©2007
ISBN: 0020043144

FRENCH 1, SEM I AND II

Blew Ye, Level 1
ISBN: 0078791444

SPANISH 1 (SEM I AND 2)

Avancemos!
Holt McDougal, Level 1, ©2010
ISBN: 9780554042515

SUMMER 2020 TEXTBOOK LIST (continued)

Avancemos! Holt McDougal, Level 2, ©2010
ISBN: 9780554042539

Avancemos! Holt McDougal, Level 3, ©2010
ISBN: 9780554042553

SCIENCE

Biology (Sem 1 and 2)

W H Freeman & CO
ISBN: 9781111511324

Chemistry (Sem 1 and 2)

Living By Chemistry, 2nd Edition
Angelica M. Stacy, ©2010
ISBN: 9780547491158

Physics (Sem 1 and 2)

Physical Science
Pearson, ©2012
ISBN: 9780554023444

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 Littel, ©2012
ISBN: 9780554794158

No textbook for Consumer Education or Speech
COD Main Campus Chemistry Required Lab Attire

Students who are not in the appropriate attire will be sent home and marked as absent.

- Long hair needs to be tied back
- Splashproof goggles (provided by COD)
- Top must cover the shoulder
- No plunging necklines
- No holes or tears
- Top must cover midriff
- Gloves when necessary
- No holes or tears
- Closed heel shoes
- Pants must cover legs to ankles

* Loose or dangling clothing is prohibited
* Some instructors may also require lab coats.

RELEASE OF GRADES

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.

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<tr>
<th>STUDENT NAME</th>
<th>STUDENT DATE OF BIRTH</th>
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I authorize grades to be released to the following high school:

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<th>NAME OF HIGH SCHOOL</th>
<th>CITY</th>
<th>ZIP CODE</th>
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NAME OF HIGH SCHOOL COUNSELOR OR REGISTRAR

PARENT SIGNATURE   DATE

Release grades for the following 2020 summer courses:

COURSE CODE #

☐ SEMESTER 1 ☐ SEMESTER 2

☐ I am auditing this course without a grade awarded (this decision is irrevocable)

COURSE CODE #

☐ SEMESTER 1 ☐ SEMESTER 2

☐ I am auditing this course without a grade awarded (this decision is irrevocable)

☐ I attend a homeschool or co-op. Co-op name _________________________________

☐ I am taking this class for enrichment purposes. ☐ I do not want my grade sent to my high school.

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

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 2020 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
(provided by COD)
EMERGENCY CONTACT INFORMATION

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<th>STUDENT DATE OF BIRTH</th>
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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.

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<th>PARENT (GUARDIAN) SIGNATURE</th>
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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!

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<th>1ST CONTACT: NAME</th>
<th>RELATIONSHIP TO STUDENT</th>
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<tr>
<td>PRIMARY PHONE</td>
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<td>SECONDARY PHONE</td>
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