

# General Information

The General Information section of the High School Course Catalog provides information about procedures, practices, and policies as they relate to the graduation requirements, school board policy, and high school expectations. This section is arranged alphabetically by titles related to high school topics. Always consult with your student's assigned counselor for assistance or clarification.

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## COURSE FEES

Courses fees are approved by the Board of Education on a yearly basis. Upon approval, the fees will be posted on the high schools' websites and distributed to all students.

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## COURSE LOAD

The normal full-time load of course work for students in the high schools is six or seven courses per semester. All students must be enrolled in at least six credit-bearing courses and one of the following: study hall, teacher assistant, internship, TCD, or release time.

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## COURSE RETAKE POLICY

Students may retake a CUSD 200 high school course if the student earned a grade of D or F.

The following guidelines apply:

- ◆ The grade and credit for the new "retaken" course will replace the original course grade and credit.
- ◆ The original course title will remain on the student's transcript.
- ◆ The grade and credit for the original course will be removed from the transcript and the student's GPA calculation.
- ◆ The original grade on the transcript will be replaced with a "R" (retake course).
- ◆ The grade earned in the new "retaken" course will be entered on the transcript and calculated in the student's GPA calculation.
- ◆ Courses where students have withdrawn (with transcript notation of WF) are not subject to course retakes.
- ◆ Retake option only applicable from courses taken through CUSD 200, College of Dupage, and Glenbard High School District 87 summer programs.

## EARLY GRADUATION

When a student has met all graduation requirements, he/she may apply for early graduation upon completion of six or seven semesters of school attendance. An Application for Early Graduation must be completed prior to the final exam period of the first semester. See your counselor for the application.

Students who accept early graduation must surrender all school-based privileges including parking passes, IDs and lockers. Students, in good standing, do retain certain participation privileges as defined by the school.

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## GRADE LEVELS

Grade levels are based on credits earned at the end of each academic year as follows:

Freshman	Less than 6 credits
Sophomore	6 credits
Junior	12 credits
Senior	17 credits

Grade levels are significant because each grade level maintains identified privileges and responsibilities.

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## GRADE POINT AVERAGE (GPA)

Grade Point Average (GPA) is reported in three ways:

- ◆ current weighted GPA for the current semester's courses
- ◆ cumulative weighted GPA for the average of ALL grades including the current semester
- ◆ an unweighted cumulative GPA based on a 4.0 scale

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The *cumulative* GPA is calculated by averaging the grades of all courses for all of the semesters that a student has attended high school. When a student fails a class and then repeats that class and passes it, the grades for the failed class and the passed class are calculated in the GPA. Grades of “F” are not removed from the transcript even after the student has passed the class.

The GPA is calculated by averaging the appropriate point value of each letter grade. District 200 has a weighted grading system with both a weighted 4.0 and an unweighted 4.0 GPA listed on a student’s transcript. The following chart reflects the point value system for a student’s GPA:

Grade	Intermediate (I)	Advanced (A/AP)
A	4	5
B	3	4
C	2	3
D	1	2
F	0	0

## GRADING SYSTEM

The grading system in District 200 is as follows:

- A - 100% - 90%
- B - 89% - 80%
- C - 79% - 70%
- D - 69% - 60%
- F - 59% or below
- W - withdrawn from class  
with no credit earned –  
with administrative  
approval
- WF - withdrawn from course  
with a failing grade
- I - incomplete work
- M - medical grade
- X - audit grade – no credit
- P - passed

**Incomplete Grades** – Incomplete grades (I) must be completed within the first six weeks of the next semester. Failure to complete all work and clear the incomplete grades will result in an “F” being recorded as a final grade in the course. The

responsibility to arrange for any make-up work or to complete any course requirements rests with the student.

**Medical Grades** – Students are assigned a medical grade (M) if they are medically incapacitated from completing course work by the end of a semester. Doctor documentation is required.

- ◆ Short-term illness – Those students who have short-term illnesses, surgery, etc., will have six weeks to complete all course requirements upon returning to school. Failure to do so will result in an “F” being recorded as the final grade. As with the incomplete grade, the responsibility to arrange for any make-up work or complete any requirements of the course rests with the student.
- ◆ Long-term illness – Those students under long-term medical care, hospitalization or absent from school for more than two weeks due to mental health or physical impairment should complete course requirements in a timely manner. Determination for this will be done on a case-by-case basis in consultation with school personnel, parents and medical personnel.
- ◆ Physical Education medical excuse - Students enrolled in physical education who incur a medical condition (doctor’s note required) which either limits or prohibits activity must report to their counselors to initiate the medical exemption procedures of District 200.

**Audit Grades** – In some cases, students may benefit from taking a class and receive no credit. Students receive an audit (X) grade for the class. Students who audit a class must complete all required assignments, projects, quizzes, tests, etc., just as those taking the class for credit. Students auditing courses, including non-District 200 courses, must complete an audit application available from the assigned counselor prior to enrollment in the course. If approved, the decision is irrevocable. An audited course is not repeatable for GPA purposes.

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**Failed Courses** – Students may repeat a failed course for credit and grade; however, the failed course remains on the official transcript and is calculated into GPA and rank.

**Grade Appeals** – Grade appeals cannot be started before the final grade is issued and must be submitted, in writing, within the first three weeks of the succeeding semester to the subject department chair. All grade appeals require response from the teacher responsible for the assigned grade and are resolved by conference with the local school administration.

**Progress And Grade Reports** – Student’s current grades and class progress can be accessed at any time through ParentVue. Grades viewed are non-cumulative, unofficial, and are not permanently recorded in any school record, report card, or transcript.

The eighteen week report cards (semester grades) are permanent grades and are the only grades used to determine GPA. Eighteen week grades (semester grades) are available on ParentVue at the end of each semester. Parents who cannot access grades on ParentVue should contact their school’s Counseling Center.

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## HIGH SCHOOL COURSES TAKEN IN MIDDLE SCHOOL

High school courses (foreign language, science, and math) taken while enrolled in middle school are NOT eligible for high school credit. The majority of colleges count these courses when analyzing an applicant’s preparation, recognizing that students have completed prerequisites in middle school if they enrolled in the next course in the sequence at the beginning of high school. Students who enroll and complete summer school courses after completion of the 8<sup>th</sup> grade may receive, with prior approval, credit and requirement status for courses completed, with consideration for GPA.

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## INCOMPLETE SEMESTERS

To receive credit for a class a student must complete the semester. Completion of the semester refers to attending classes for the term

of the semester, participating in the class as required by the teacher, and the completion of final examinations.

If a student leaves school before the end of the semester due to a family move, the high school will issue grades in progress that the next high school will use in determining a final grade for the student.

When semester completion/final exams are not possible due to other reasons, such as family relocation or college plans, the earliest withdrawal date is two weeks prior to the end of the semester if a student is to receive full credit.

Students who enroll in a District 200 high school after the sixth week of a semester without grades in progress, may not receive full course credit. The standard expectation is that a student must be enrolled in the course for at least twelve weeks, unless extenuating circumstances have prevented such enrollment. Determination as to whether a student may receive credit will be made upon enrollment.

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## NCAA ELIGIBILITY COURSES

Athletes pursuing an athletic scholarship may file the NCAA eligibility forms once their sixth semester’s grades are posted. To register, prospective student-athletes should access the registration materials by visiting [www.eligibilitycenter.org](http://www.eligibilitycenter.org). From the home page, the prospect should click on “Prospective Student-Athlete,” which will link the student-athlete to the necessary information. Prospective athletes will need to request a transcript from the high school registrar.

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## RESIDENCY

Residency of students is determined under the laws set forth in the Illinois School Code and the policies of Wheaton-Warrenville Community Unit School District 200 Board of Education.

For students in or approaching the senior year while enrolled in one of the District 200 high schools, the residency requirements are as follows:

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- ◆ The student may attend the current high school for his/her senior year if the parents can provide documented proof that the move occurred after the deadline date for summer registration. This is the date by which all summer registration materials must be returned to the Counseling office.
- ◆ The athletic director must be informed in such cases where the student is allowed to complete the senior year under this policy. The student's eligibility to participate in IHSA sanctioned competition must be determined through a written request to IHSA.
- ◆ The student approved for registration and attendance is not guaranteed a parking place in the student lot.

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## RESIDENCY/TRANSFER

All student-athletes and athletic programs at the high schools are governed by the Illinois High School Association (IHSA). Consequently, eligibility for participation may be compromised if the student-athlete does not live with his/her parent(s) in their particular schools attendance area. Eligibility for participation may also be compromised if a student-athlete transfers from one high school to another high school. Families should contact the Athletic Director for any questions related to residency or transfer situations.

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## SCHEDULE CHANGES

Students must maintain six classes other than a teacher assistant or study hall or release time. After that deadline the only reasons for a schedule change are listed below:

All student course selections for the following academic year will be finalized by **June 1st, and the former 15-day drop date practices will no longer be in place.**

However, if a student meets the following criteria, then the teacher, parent/guardian, and student may initiate the new course-change

process--after all parties have communicated about the possible issues/misplacement.

- Academic Misplacement: Student is placed in a class that does not align with his/her abilities (as documented by formative and summative assessments).

Within the first 15 days of a semester, the **Department Chair** has the authority to initiate the course-change process after receiving confirmation of parent/teacher/student communication.

After the first 15 days of the semester, all course changes must be approved by the **Assistant Principal of Curriculum & Instruction.**

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## SEAL OF BILITERACY

District 200, in conjunction with the Illinois State Board of Education, participates in a recognition program for graduating seniors who demonstrate a high level of proficiency in speaking, reading, writing, and listening in one or more languages in addition to English. There are two levels of recognition based on a student's achievement level-- the State Seal of Biliteracy and the State Commendation toward Biliteracy.

Seniors enrolled in an upper level foreign language course and EL students are eligible to apply. A student will receive either the State Seal of Biliteracy or the State Commendation toward Biliteracy award based on demonstrated language proficiency. The seal awarded to the student will be placed on his/her diploma and transcript.

Students at both high schools will receive more information on this program and how to apply from the World Language or Counseling Department.

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## STUDENT RECORDS

Certain records are maintained on each student who is in attendance in a District 200 high School. These records are:

- ◆ **Permanent records** consist of courses taken, earned semester grades, grade point average,

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standardized tests, health records, and attendance information.

- ◆ **Temporary records consisting of discipline records and special education records (if pertinent).**

Parents and students have the right to review these records in accordance with federal and state policies. Requests to review a record should be addressed to the appropriate counselor who will need a reasonable amount of time to prepare the records (in accordance with state and federal guidelines).

Requests to have the records released may be made by the custodial parents while the student is in attendance at the high school. Once a student turns 18 years of age, he/she retains the right to request their records. This can be done either in person or in writing. There is a charge for copying records.

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## TESTING

District 200 offers a comprehensive testing program that includes both voluntary and required testing opportunities. The dates, policies, and testing conditions for many of these tests change from year to year and so it is vitally important for students and parents to check regularly with the College and Career Center of the local school for the most current information.

- ◆ **EXPLORE** - As one part of the ACT trio of examinations, EXPLORE identifies academic strengths and weaknesses in four areas important for success in college and the workplace-English, math, reading, and science. The test also includes a career planning component to help students consider possible career options. The exam is administered in the spring of the freshman year during the state-mandated high school testing period at no cost to the student.
- ◆ **PSAT 8/9** is part of the SAT trio of examinations. PSAT 8/9 identifies academic strengths and weaknesses in the areas of reading, writing and math. The test establishes a baseline measurement for student's college and career readiness and is a preview of the PSAT 10, PSAT/NMSQT and SAT exams. The PSAT 8/9 is administered in the spring to all freshmen during the high school testing period at no cost to the student.
- ◆ **PSAT 10** is a great practice for the SAT, because it tests the same knowledge as the SAT. It is comprised of a reading, writing, and math section and measures what students learn in high school and what they need to succeed in college. The PSAT 10 is administered in the spring to all sophomores during the high school testing period at no cost to the students.
- ◆ **PSAT** is the **optional** practice test for the SAT. Juniors take this test on the national test date in October. This is a **voluntary** test provided at student expense\*. Registration is completed in early September. All college bound juniors are encouraged to take this test as part of the regular preparation process for college application. This test is the first step in qualifying for consideration for a National Merit Scholarship. Therefore, juniors in the top ten percent of their class are specifically encouraged to take this test because of its potential scholarship impact.
- ◆ **ACT and SAT** are college admissions tests. Both tests have multiple testing dates each year. Each test date has a registration deadline. Registration materials are in the College and Career Center and are also available on the Internet at [www.act.org](http://www.act.org) and [www.collegeboard.org](http://www.collegeboard.org). It is the student's responsibility to register online or mail the materials to the testing service in advance of the deadline.
- ◆ **SAT Subject Tests**, once known as SAT II, are designed to assess a student's knowledge of a particular subject. Some colleges and universities require these examinations so students should consult with counseling staff to identify such requirements.
  - **The SAT is required for all juniors as part of the state-mandated high school testing period in the spring. Registration**

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**is done through the high schools and there is no cost to the student**

- The ACT is an optional test, which students may register to take on a Saturday national test date at their own expense\*.
- ◆ **Advanced Placement (AP) Tests** are offered, at student expense\*, in all areas of the Advanced Placement program for which courses are offered at the high schools.. Advanced Placement tests are traditionally

offered in May with registration taking place in February.

\*Students who qualify for free and reduced lunch may be eligible for a price reduction on some tests. Please consult with your counseling staff for detailed eligibility.