

Dear Parents/Guardians:

Wishing you and your family a joyful summer. To our new Winnetka families and the Class of 2028, we are delighted to have you join us this year. Your presence will surely enrich our school community. Welcome back to our returning families, the Classes of 2027, 2026 and 2025! We hope you are enjoying a well-deserved summer break. Our faculty and staff eagerly await the start of the new school year, where we will have the pleasure of welcoming approximately 3,670 students to New Trier.

### **STUDENT SCHEDULE AND STUDENT GUIDEBOOK**

Your student's class schedule is viewable through the [PowerSchool web portal](#). Schedules will list courses by class period, and teacher names will be shared on the first day of school. Also, on the first day of school, families can begin to view schedule information on the PowerSchool mobile app. Once the school year is underway, student grades are also viewable via the PowerSchool web portal and mobile app.

The easiest way for students and families to keep track of their schedule, blue/green/anchor days, days off, and more is by using the ***New Trier Block Schedule app***, which is automatically downloaded to all student iPads and can be accessed through the App Store for [Apple](#) devices or the Google Play Store for [Android](#) devices. You can also search for "New Trier Block" in either app store. Students can input their individual schedules into the app.

We will distribute our ***Student Guidebook*** electronically to families shortly after school begins and post it on our website. The Student Guidebook contains information on student services, school policies and procedures, and students' rights and responsibilities, along with other useful information. While the Guidebook is a useful reference, it does not include every District policy. Those policies, which may be added or changed during the year, can be found on our [Board of Education web page](#).

Families can find a complete list of schedule information, books, iPads, transportation, Food Service, fees, athletics and performing arts, and more please see the [Back-to-School Information website](#). Specific information for freshman families can be found on the [Class of 2028 FAQ](#).

### **ATTENDANCE REVISIONS**

Last year, we experienced great success with our comprehensive approach to student attendance, thanks in large part to the strong partnership between our families, students, and school staff. We are committed to continuing this collaboration to support our students' personal and academic growth. Consistent attendance not only enriches the classroom experience but also fosters a sense of connection and belonging within our school community.

As we move into the 2024-25 school year, there are a few adjustments to our attendance procedures that we want to highlight:

- **Sign in/Sign out:** All students MUST sign in/sign out for partial day absences through the Attendance Office/Kiosk. Students who do not sign in/sign out will be marked unexcused.
  - **Northfield:** The Attendance Office is located in the B Building on the 2nd Floor.

- **Winnetka:** The Attendance Office is located on the 2nd floor (Room 217) or the new Attendance Kiosk located by the entrance on Trevian Way (Door N16).
- **Make Up Work:** For missed assessments (e.g. tests, exams, papers, or cumulative experiences), the teacher will enter a “50%” into the gradebook as a placeholder until the assessment is made up. The student should contact the teacher within one (1) school day of the absence and arrange a makeup date for completion as soon as possible, but no later than five (5) school days after the absence.
- **Extracurricular Leaders:** Student Leaders within an extracurricular or co-curricular activity are expected to maintain an attendance rate above 90%. Leadership opportunities include but are not limited to the following: captain of an athletic team, SALT, KW Leaders, ALPS, Bridge Builders, Senior Helper, Co-Head of clubs, Performing Arts Leaders etc. Leader attendance will be monitored throughout the school year. Leaders who fall below 90% will engage in a process of determining appropriate support and interventions.

The updated ***Attendance Handbook*** will be shared in an attendance specific communication shortly after school begins.

#### **FIRST DAY OF SCHOOL INFORMATION - August 21, 2024**

We are excited to announce that the [first day of school](#) for the upcoming year will be on **Wednesday, August 21**. It's important to note that the schedule for the first day will differ for each grade level.

- **Class of 2028 (Freshmen):** Begin at **8:00 a.m.** with a Special Adviser Room for orientation and community-building activities, schedule reading, and a campus tour led by their senior helper. A light lunch will be provided during period 5.
- **Class of 2027 (Sophomores):** Report to their adviser room at **8:20 a.m.** for orientation, which will include the opportunity to meet their adviser and a campus tour. A light breakfast will be provided at the start of orientation.
- **Class of 2026 and 2025 (Juniors and Seniors):** Report to their adviser room at **9:15 a.m.** for adviser connection and guidance.

**Please be aware that the first day will be an Anchor Day, Early Dismissal. The school day will end at 1:10 p.m. at Northfield and 1:30 p.m. at Winnetka.** We kindly request that you refer to the [District Calendars](#) for additional information regarding the first day of school, shuttles schedules, school year calendar and daily bell schedules.

Traffic and parking can be heavy, especially during the first week. We appreciate your patience early in the year. Please review the [Winnetka Traffic and Parking](#) and [Northfield Traffic and Parking](#) maps if you are dropping your student off at school.

As students transition into the new academic year, it's normal for them to feel overwhelmed during the initial weeks. In such moments, we strongly encourage them to reach out to their advisers for support and guidance. Our dedicated staff is here to assist whenever they are unsure of what steps to take or where to seek help.

Throughout your student's journey at New Trier, they will encounter various challenges. Our sincere hope is that, with each experience, they will learn and grow both academically and personally.

We eagerly await the return of our students for the start of the new year. Thank you for your support and partnership in working with your student, and we extend our best wishes for a fantastic year ahead!

Sincerely,

Denise Dubravec

Principal/Assistant Superintendent

Winnetka Campus

Paul Waechtler

Principal

Northfield Campus