

Dear New Trier Families,

New Trier staff and parents share a common mission: to make every student's experience at New Trier a successful one. Clear, open, and honest communication helps us work together toward this important goal. Here are some suggestions to make communication with the school as efficient as possible:

- When you have a **general question**, begin with the **adviser**, who is there to serve as a crucial link between school and home. If the adviser does not know the answer, they will research it, return your call/email, or direct you to the next source. If there is a family situation that might impact your student at school, or a situation that is worrisome to your student, share these concerns with the adviser. If travel plans will take family members away for extended periods of time, the adviser should be told.
- If you have a question about **classroom procedures, clarification of assigned work, or course content**, the first contact should be the **classroom teacher**. Teachers at New Trier assume that students accept responsibility for recording homework assignments, completing the assignments, and communicating the daily joys and struggles of their academic world. We want to help students grow into independent young adults by encouraging them to advocate for themselves and seek help from their teachers when needed.
- Parents can provide extra support at home when needed by occasionally checking student progress on PowerSchool or Canvas. Parents will receive access to their student's progress through the PowerSchool app later this month, and we will send a follow-up email at that time with instructions for using the app.
- If a classroom concern persists, the **Department Chair / Coordinator** for the specific discipline is the next person on the calling chain. A directory of faculty and staff email addresses and phone numbers can be found [here](#).

Regular school attendance is also vital to student success and growth. However, we know some absences are unavoidable. The following are New Trier's absence reporting procedures and policies regarding student attendance:

- **Reporting an Absence:** Sign in on [PowerSchool](#) and select "Attendance Monitor" (bottom of the left side navigation bar). Click on "Report New Attendance," enter the required information, and click Submit.
 - Parents/guardians can report an absence through PowerSchool **only on the date of the absence or for future planned absences**. After the date of the absence, a parent will need to contact the Attendance Office at 847-784-2286 and leave a message with the absence information.
 - Partial-day absences or appointments should be reported in PowerSchool through the same process. Please be sure to include accurate times when reporting partial-day absences.
- **Absence Policies and Procedures:**
 - Parents will get a notification via email by 7 p.m. if their student is marked absent without being excused. If this absence should have been excused, parents can sign into PowerSchool and go through the process described above until midnight on the day of the absence. After that, parents should resolve the issue within 48 hours by calling the Attendance Office at 847-784-2286.
 - A student cannot be excused from one class to stay at school and study for another class. If a student is in the building, they must attend all scheduled classes. When a student is in the building, any absences from scheduled classes will be considered unexcused.

- Students should not be on campus if they are excused for the day. Students excused for illness may not attend after-school activities.
- Students with an unauthorized absence may face disciplinary or academic consequences (i.e., detention, Saturday school, and/or reduced credit for missed work, quizzes, or exams).
- Other absence policies and procedures can be found on the [Report an Absence web page](#).

Your student's success and connections to adults are paramount to our faculty and staff. We look forward to supporting your student throughout this school year.

Sincerely,

Denise Dubravec

Principal, Winnetka Campus

Paul Waechtler

Principal, Northfield Campus