

ATTENDANCE HANDBOOK



ATTENDANCE MATTERS:

New Trier High School is committed to forming a partnership with parents/guardians to maintain consistent student attendance. It is through this partnership with parents that students will attain their highest level of academic and personal achievement. Regular school attendance leads to improved academic achievement and strengthens students' punctuality, self-discipline, and personal responsibility. Therefore, the district has established an explicit attendance system. This system aims to support students while also holding them accountable for regular attendance for all scheduled class periods, including Adviser Period.

Students are required by State law to attend each day school is in session. The Board of Education's attendance policy states that students will attend and be on time for class on a regular basis. Student attendance is not optional; it is a requirement of every class, including Adviser Period. It is essential that New Trier High School students and families take responsibility for knowing and following the Attendance Plan and Procedures.

PLEASE REVIEW THE FOLLOWING EXPECTATIONS FOR STUDENTS/PARENTS/GUARDIANS:

- On time arrival: New Trier values the Adviser Program, and it is part of the student's school day. Therefore, on time arrival and consistent attendance to the adviser period is expected (8:00 a.m. for Northfield and 8:20 a.m. for Winnetka).

- 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 must be present in school in order to participate in extracurricular activities. Students who are absent from school for 2 scheduled blocks (four 40-minute periods) or more, whether excused or unexcused, may not participate in their after-school extracurricular activities that day. Students and coaches will be notified via email by 2:30 p.m. on the Northfield Campus and 3:00 p.m. on the Winnetka campus if they are not permitted to participate that day.

    - Early Bird & Adviser Room: An absence to an early bird class counts as one 40-minute period; an absence to adviser period counts as one 40-minute period.

- A student may be validly excused from school for the reasons listed on page 4 of the handbook. Absences for reasons other than valid cause will be reviewed and may not be considered excused.

- If the school makes an error in attendance, the Adviser or Adviser Chair will collaborate with the student to help resolve the error the next day with the appropriate teacher or staff member. Parents/Guardians should not submit an absence form to excuse students in these cases.

- For partial day absences, students are required to sign in and out. At the Northfield Campus students should sign in/out (SISO) at the Attendance Kiosk: B Building 2nd Floor Attendance Office. At the Winnetka Campus students should sign in/out at the 2nd floor Attendance Office or N16 Door (outside cafeteria) . If students become ill during the school day, they need to sign out via Health Services. Health Services will log the absence via PowerSchool.

- Students excused from a Kinetic Wellness class will be required to make up the time in accordance with the KW Departmental Policy. Students should coordinate with their KW teacher.

- The Northfield Campus is closed for freshmen and the Winnetka Campus is closed for sophomores and juniors. Only seniors are allowed to leave campus on foot during their assigned lunch period.

HOW TO REPORT FULL AND PARTIAL DAY ABSENCES

- Using the PowerSchool Parent Portal, parents/guardians should sign in and select "Attendance Monitor" (bottom of the left side navigation bar). Click on "Report New Attendance." Enter the required information, enter an explanation and click on 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.

- Any absence not corrected within 48 hours may result in the student being subject to disciplinary consequences.

- Parent PowerSchool login should not be given to students. Students found entering their own attendance excusals will be subject to disciplinary consequences. Students have their own login for all they need to access in PowerSchool.

- As a reminder, parents/guardians submitting a “Report New Attendance” in the PowerSchool Parent Portal are requesting the absence be excused by the school. In order to comply with State of Illinois law, the school reserves the right to determine if an absence is unexcused and/or constitutes truancy (See chart on next page).
  If it is determined that the reason for the absence is not a valid cause, the student may not be excused by the school. Submitting a form does not guarantee that the student will be excused.

TYPES OF ABSENCES

EXCUSED ABSENCES	UNEXCUSED ABSENCES
• Illness • Mental Health (up to 5 times/yr) • Funeral • Medical/Dental • Doctor's note indicating student ill/injured and cannot participate in KW • Religious Observance • Court • Family Emergency • Death in student's immediate family or of a close friend or relative • Chronic illness with medical documentation *Absences taken to accommodate family travel and college visits should be limited. They are regarded as contrary to the best interest of students and the school. If the family considers an absence of this nature absolutely necessary, the student should make arrangements at least one full week in advance of the intended absence.* • Family Travel • College Visit	• Student is on campus and not in scheduled classes • Sleeping in • Illness during the school day (and did not visit Health Services) • Early morning practice/late game or event the night before • Leaves campus without signing in or out through Attendance Kiosk • No doctor's note for KW non-participation/absence due to stated illness /injury • Mental Health Absences beyond 5 allotted by the state; extended mental health absences due to hospitalization, partial hospitalization, or other circumstances should be handled separately with Adviser Chair/Graduating Class Team • *Unresolved absences (absences not cleared within 48 hours will be coded as unexcused)*

**Illinois State Attendance Codes: Please understand there are specific attendance codes recognized by the state of Illinois. Schools are required to adhere to these predetermined parameters for recording student attendance and cannot create codes.*

SCHOOL AUTHORIZED ABSENCES

(THESE ABSENCES ARE NOT INCLUDED IN THE CALCULATION OF STUDENT ABSENCE TOTALS)

- Field trips
- Interscholastic meets or events
- School sponsored musical or athletic competitions
- Suspension or All Day Detention
- Student government and related activities
- Verified meeting conducted by school personnel
- School sponsored testing

*Please note that all school-authorized absences will be entered into PowerSchool by school staff. Parents/guardians should not fill out a PowerSchool absence form for school authorized absences.

EXCUSED ABSENCES

It is the parents'/guardians' responsibility to submit the "Report New Attendance" in the PowerSchool Parent Portal. Parents/Guardians are expected to submit a form on the day of the absence. If a form is not submitted on the day of the absence, **parents/guardians should call the Attendance Office at 847-784-2286 and leave a message with the following detailed information: Your name, your student's name, student's ID number, date/time of absence, and reason for the absence.**

Only calls and forms from parents/guardians will be recognized; this includes absences for students who are 18 years old. Students are not permitted to submit absence forms using their parents' credentials and could be subject to disciplinary measures if they do.

It is important to note that a student who has been sick with a fever or vomiting must be symptom-free for 24 hours before returning to school. Students with excused absences/tardies have the responsibility to take the initiative to make up the work they have missed. Information regarding make up work can be found later in this document.

UNEXCUSED ABSENCES

Students are expected to be present in all scheduled classes each day. Parents/guardians are not authorized to excuse students from class periods to study for other classes, take tests, do homework, or meet with teachers during scheduled class time. When a student misses a class period, multiple periods, or the entire school day without school authorization, it is classified as an unexcused absence. Students will be issued an academic and behavioral consequence per unexcused class period.

A student's absence will be considered unexcused if the parent/guardian has not entered an "Report New Attendance " in PowerSchool Parent Portal, called the Attendance Office (847-784-2286), or the student does not sign in/out through our Attendance Kiosk.

If a pattern of unexcused absences begins to emerge the Adviser and Adviser Chair will communicate with the family to determine supportive measures.

MENTAL HEALTH

Pursuant to Illinois law, students may take up to five mental health days per year. A student is not required to provide a medical note for a mental health absence. Students will be given the opportunity to make up any schoolwork missed during a mental health absence. Partial day absences entered as mental health absences will count as a full day toward the 5 days. Parents/guardians may not submit more than 5 Mental Health Day absences to be excused. Extended mental health absences due to hospitalization, partial hospitalization, or other circumstances should be handled separately by contacting the student's Adviser and/or Adviser Chair.

EXTENDED ABSENCES DUE TO HOSPITALIZATION/CHRONIC ILLNESS

Extended absences due to chronic illness or hospitalizations should be handled separately by contacting the student's Adviser and/or Adviser Chair who will contact the Assistant Principal for the Graduating Class Team.

PARTIAL DAY ABSENCE

When a student is scheduled to arrive late or leave the building during the school day for a valid cause, a parent/guardian must either submit a "Report New Attendance" in the PowerSchool Parent Portal or call to inform the Attendance Office at 847-784-2286 of the time the student is to leave PRIOR to that time, preferably first thing in the morning. For partial day absences, students are required to sign in and out. At the Northfield Campus students should sign in/out at the Attendance Kiosk: B Building 2nd Floor Attendance Office. At the Winnetka Campus students should sign in/out at the 2nd floor Attendance Office or N16 Door (outside cafeteria). When returning from appointments, the student must check back in at either location. Failure to follow described sign in/sign out procedures may result in the absence being coded as UNEXCUSED, and consequences will be issued.

PRE-PLANNED ABSENCE

In the event of a planned absence from school the parent/guardian must complete the Absence Form in PowerSchool. The student must contact the teacher to obtain assignments.

ILLNESS DURING THE SCHOOL DAY

If a student should become ill during the school day, they must obtain a pass from a classroom teacher to Health Services. Students should see the school nurse for medical attention, rather than contacting parents/guardians directly. The nurse will assess the student and contact the parent/guardian if it is determined that the student needs to go home. If it is determined by the school that the student is going home with a parent, a Health Service staff member will excuse the absence in PowerSchool. Students who violate this policy will be considered unexcused for all class periods missed.

STUDENTS MAKING UP WORK WHEN ABSENT (EXCUSED/UNEXCUSED)

A critical aspect of a student's success requires consistent attendance. Many curricular experiences cannot be replicated outside of the classroom; therefore, it is expected that students attend class on a regular basis. While Canvas is a great resource for students who miss class on an occasional basis, its use does not replicate the experience of students present in the room. Examples of classroom engagement include but are not limited to: classroom discussions, student presentations, participation in physical activity, science labs, collaborative learning, language acquisition skills, laboratory experiences, teacher instruction, and examples/application of material. Failure to attend and complete assessments and assignments in a timely manner diminishes student learning and growth, inhibits a teacher from providing feedback, disrupts continuity of cumulative content, and compromises the integrity of the curriculum and what an earned grade denotes on a New Trier transcript. If a student misses assessments (e.g. tests, exams, papers, or cumulative experiences) during an excused or unexcused absence, the teacher will enter a "0%" into the gradebook as a placeholder until the assessment is made up.

EXCUSED ABSENCES

If a student is absent from class, it is the student's responsibility to find out what material was missed. Keep in mind, it is difficult to recreate the experience that occurred in the classroom. If a student misses an assessment, they should initiate contact with 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. If that deadline is not met, the student must still complete the required assessment and will incur a grade reduction. This deduction should not reduce the grade on the assessment to lower than a 50%. In addition, a student may be required to complete an unresolved assessment during the class period. Students who do not complete all missed, required assessments during the semester will not earn credit for the course.

UNEXCUSED ABSENCES

When students are deemed UNEXCUSED from a class and miss an assessment (e.g. tests, exams, papers, or cumulative experiences) they are expected to take the assessment upon their return to class (as determined by the teacher), but no longer than 5 school days following the absence. The student will incur a disciplinary consequence as determined by the Adviser Chair and the teacher will reduce the student's grade on the assessment by 10%. This reduction will not reduce the grade on the assessment to lower than a 50%. The classroom teacher will contact the parent/guardian to inform them of the content missed and the grade consequence. Students who do not complete all missed, required assessments during the semester will not earn credit for the course.

**If a pattern of missing assessment days becomes evident, the teacher should initiate communication with the student's parent(s)/guardian(s), adviser and the Graduating Class Team, which might trigger supportive attendance and/or work-completion measures.

MAKE UP WORK FOR STUDENTS IN ALL DAY DETENTION AND OUT-OF-SCHOOL SUSPENSION

Students assigned to All Day Detention will have the right to make up assignments and assessments, without penalty, while serving All Day Detention.

Students have a right to make up assignments and assessments missed while suspended out-of-school. It is the responsibility of the student to contact their teachers to get missed assignments and arrange for any make-up tests. Students will have 1 day for every day they were suspended out-of-school to make-up missed work.

ADVISER PERIOD

Adviser Room is a part of the student schedule; therefore regular attendance is expected each day. Students who are UNEXCUSED from the adviser room will be assigned a 1 hour after school detention. Students are expected to be in their adviser room by 8:00am. at Northfield and 8:20am. at Winnetka. Once a student reaches 5 tardies to Adviser Period, they will be assigned a consequence. Consequences for tardy arrival to adviser period can range from detentions, Saturday School assignment to loss of privilege including extra-curricular participation. Students and parent/guardians will receive communication when tardies and consequences occur.

EXTRACURRICULAR PARTICIPATION (ATHLETICS, PERFORMING ARTS, STUDENT ACTIVITIES)

Extracurricular activities are an important part of the student experience at New Trier. Students who are absent from school for 2 scheduled blocks (four 40-minute periods) or more may not participate in their after-school extracurricular activities that day. Students who exceed this limit will not be permitted to participate in practice, rehearsal, competition, or club activity after school that day. Students and coaches will be notified via email by 2:30 p.m. at Northfield and 3:00 p.m. at Winnetka if they are not permitted to participate that day. Students who exceed chronic absenteeism (more than 10% in any given course) may lose the privilege of participating in extracurriculars. Loss of privileges will be determined by the Graduating Class Team.

The Performing Arts Department reserves the right to re-assign lead roles due to excessive absenteeism, regardless of the reason for the absences. Regular and consistent student participation is necessary for the overall performance and the safety of the entire cast.

EXTRACURRICULAR LEADERSHIP PRIVILEGES

Student leadership positions are regarded as a privilege. In order to be eligible for leadership within an extracurricular or co-curricular activity, student attendance rate must be 90% or above. Leadership opportunities include but are not limited to the following: captain of an athletic team, SALT, KW Leaders, ALPS, Bridge Builders, Co-Head of clubs, 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 with the Graduating Class Team in collaboration with the extracurricular leaders.

CO-CURRICULAR PARTICIPATION AND EXPECTATIONS:

A co-curricular experience, such as a curricular-based music performance, cannot be replicated; therefore, it is expected that students attend all required co-curricular events for their enrolled course(s). Failure to attend and participate in co-curricular events diminishes student learning and growth, negatively impacts the peers of an ensemble, inhibits a teacher from providing feedback, and compromises the integrity of the curriculum and what an earned grade denotes on a New Trier transcript. Any absence from a co-curricular event due to an emergency must be communicated as soon as possible by the student to the appropriate teacher. Any excused or unexcused absence from a co-curricular event will follow the missed summative assessment guidelines as outlined in this handbook.

KINETIC WELLNESS

Students are expected to attend Kinetic Wellness as scheduled. Students who do not attend Kinetic Wellness will be required to make up the time during their free period as outlined by the Kinetic Wellness Departmental Policy. Students should coordinate with their KW teacher.

TARDY PROCEDURES

In order to maximize instructional time, students are expected to arrive to all classes (including Adviser Period) and study halls by the time the bell rings. Individual classroom teachers will be involved early in the intervention process so that they can be proactive in encouraging their students to be in class ready to work.

Tardy to Advisery
Students are expected to be on time to school. If students arrive after the bell, they will be marked tardy by their adviser. If students are more than 10 minutes late to advisery, they will be marked absent.

Tardy to Class
If students arrive late to class or do not return on time from a break, they will be marked tardy. If students are over 20 minutes late to a class, they will be marked absent by the teacher.

A TIERED APPROACH TO MONITORING AND SUPPORTING STUDENT ATTENDANCE

The Graduating Class Teams will monitor student attendance and take steps to address any significant attendance patterns. Efforts will be made through the offer and use of supportive measures and strategies to improve the attendance rates of students who are not attending school consistently. Advisers will contact students and families as patterns begin to emerge. As patterns develop, the school may make contact and work with students whose attendance falls below 90%. Students who fall below 90% attendance will be reviewed by the Graduating Class Problem Solving Team, who will determine which strategies and supportive measures will be implemented for each student.

Attendance will be taken in 40-minute periods by the Faculty. On Green and Blue Days, Faculty will take attendance twice during each block. On Anchor Days, Faculty will take attendance once during each period. The table below helps to clarify the conversion of period absences to the percentage of class/days missed.

NUMBER OF 40 MIN PERIODS MISSED IN A CLASS	ESTIMATED # OF DAYS MISSED IN A CLASS	APPROXIMATE OVERALL ABSENCE % IN THAT CLASS PER SEMESTER
8 periods	**4 days**	**10%**
15 periods	**7.5 days**	**17%**
21+ periods	**10.5 days**	**25%**

ATTENDANCE STRATEGIES & INTERVENTIONS/SUPPORTIVE MEASURES

Please Note: Not every intervention/supportive measure will be implemented with every student, and instead the Graduating Class Problem Solving Team will work to find the most appropriate solutions to support the student.
Please note: This process will be initiated when the student meets the threshold for the first time in any single class period.

	DESCRIPTION	STRATEGIES/SUPPORTIVE MEASURES
Less than 10% absence rate	• Any student whose absence rate is less than 8 absences (40 min periods per semester from a class)	**Strategies/Privileges** • Adviser tracks Adviser Daily Attendance Matrix and follows up with students trending toward chronic absenteeism • Eligible for extracurricular leadership, Senior Project, other Leadership Positions such as Senior Helper, Bridge Builder, SILC, ALPS, KW Leaders, Club Sponsors, Team Captains, etc. • Eligible to earn full credit in all classes
8 absences (40-min periods) per semester from a class (equivalent to 4 full blocks)	• Any student who has 8 absences (40-minute periods) from any one class per semester will meet with their Adviser to discuss the number of absences and emphasize the importance of good attendance	**Interventions/Supportive Measures** • Adviser reviews Early Intervention Attendance Strategies with the student • Adviser contacts the family and follows up with email communication with attendance data • Depending on the nature of absences, Adviser may contact the Adviser Chair to discuss further. **Adviser/Adviser Chair may indicate future strategies:** • Program changes (drop, level change, etc.) • Referral to Problem Solving Team • Contact extracurricular sponsor/coach
15 absences (40-min periods) per semester from class (equivalent to 7.5 days)	• Any student who has 15 absences (40 minute periods) from any one class will meet with their Adviser Chair to discuss an Attendance Support Plan who will then communicate the Attendance Support Plan to the parent	**Interventions/Supportive Measures** • Check in/check out • No field trips • Restricted free periods / Detentions • Restricted privileges • Required meetings with school staff • Parents must call adviser to excuse absences • Required doctor's notes per absence • Accountability Project • Loss of leadership positions • Program changes • Hold on extracurricular participation - contract • Possible loss of extracurricular privileges • Pass/Fail/No Credit Pending *** • Withdrawal Failure/Withdrawal Pass
21+ absences (40 minute periods) per semester from class (equivalent to 10.5 days)	• Adviser Chair will review/modify the Attendance Support Plan • Parent communication/meeting to discuss next steps.	Interventions/Supportive Measures • Pass/Fail • NC "No Credit" (to be replaced when student successfully repeats the course) • Possible loss of extracurricular privileges • Restricted free period if course is removed/dropped

* *Pending credit may mean if the student continues to miss this class, they are at risk of receiving a Pass/Fail grade or no credit.*
** *GAP, Guided Study, AAC*
*** *Pending credit may mean if the student continues to miss this class, they are at risk of receiving a Pass/Fail grade or no credit.*
\+ *There will always be situations of extenuating circumstances when a student's ability to attend school is out of their control or due to a medical situation. We will work individually with those families to come up with an attendance plan that supports the whole child.*