

## Who Do I Call?

Attendance	To report an absence, the Attendance Clerk at 773.534.8631. <b>You should BOTH call before 8AM on the day of absence AND bring a note to the Attendance Office the day of return.</b>
Academics	For academic and instructional issues, Ms. Carolyn Rownd, Assistant Principal at 773.534.8630 or ctrownd@cps.edu.
Discipline	For discipline issues, Ms. Grace Moody, Dean for Students at 773.534.8633 or gmmoody@cps.edu.
Finances	For financial issues including debts, fees, and waivers, Mr. Jeremy Voigt at 773.534.8618 or jvoigt@cps.edu.
Counseling	For help with college admissions or financial aid information and personal or social counseling issues, Ms. LaToya Hudson, Counseling Department Chair at 773.534.8601 or lkhudson@cps.edu.

## **Jones Communication Card**

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The following are frequently used communication methods for information exchange at Jones:

- 1. School-Wide Mass Email:** Be certain we have your email to receive these updates.
- 2. Weekly Newsletter:** State and Harrison comes out every Friday. Please ensure we have your correct email to receive this informational circular.
- 3. All-Call:** The primary contact phone number on file will receive phone calls from our automated system with updates.
- 4. Student Handbook:** The front pages have a list of important information.
- 5. Course Website:** Teachers post syllabi and assignments on these pages.

## Personal Staff Contacts

Every member of the faculty / staff at Jones monitors two forms of personal contact every 24 hours and should respond to a simple query within 48 hours.

### 1. VOICEMAIL

To leave a voicemail for a staff member, call 773.534.8600. Once the auto-attendant answers, enter your party's extension. You can find extensions under the CONTACT US link at [www.jonescollegeprep.org](http://www.jonescollegeprep.org). Leave an action-oriented message with your contact information.

### 2. EMAIL

Emails can be found under the CONTACT US link on [www.jonescollegeprep.org](http://www.jonescollegeprep.org). Email is an ideal method since staff will often be occupied when you call.

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