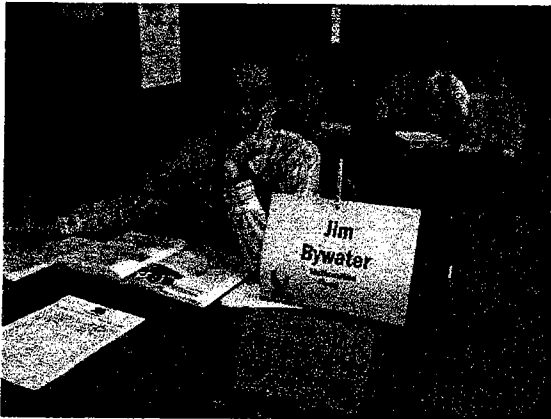


**WWW.JONESCOLLEGEPREP.ORG**

We devote a great deal of resources to maintaining our website with the latest information about the school including the up-to-the-minute school calendar, special announcements, contact information, etc. Teachers maintain course websites with syllabi and assignments as well. While we realize not all families have Internet access, we strongly encourage everyone to visit a local library or to stop in to the school to use a school computer to check the website. Many print sources are also in our plan (a printed copy of anything from the website is available in the main office), but our primary clearinghouse of information will be the website. Put it in your favorites and check it frequently!



While you can meet with staff anytime by contacting them in advance to set up an appointment, we ask you to be certain to come and see us these 2 times : 1) Fall Report Card Pickup on **Nov. 19<sup>th</sup>, 2009** 2) Spring Report Card Pickup on **April 22<sup>nd</sup>, 2010**. Save the dates now!

**WHO DO I CONTACT?**

- To report an absence, Ms. Stephanie Randle, Attendance Clerk. BOTH call before 8AM on the day of absence AND bring in note the day of return. 773.534.8600, ext. 48631 or attendance@jonescollegeprep.org
- For academic and instructional issues, Ms. Carolyn Rownd, AP for Curriculum & Instruction at ap@jonescollegeprep.org or 773.534.8600, ext. 48630.
- For discipline issues, Ms. Grace Moody, Asst. Dean for Student Development discipline@jonescollegeprep.org or 773.534.8600, ext. 48633.
- For financial issues including debts, fees, and waivers, Mr. Michael Aleckson at finance@jonescollegeprep.org or 773.534.8600, ext. 48618.
- For help with college admissions or financial aid information contact college@jonescollegeprep.org or 773.534.8600, ext. 48649.
- For help with personal / social issues or other counseling related issues, please contact your student's counselor by emailing them directly or calling 773.534.8600, ext. \_\_\_\_.
- For the principal, Dr. P. Joseph Powers, call his secretary, Jeremy Voigt, at 773.534.8600, ext. 48617 or principal@jonescollegeprep.org.

The J Difference

**FORM: 8**

NO RETURN NEEDED -  
INFORMATIONAL

**Jones**

Communication

@

Jones  
College  
Prep



## Our Commitment to Communicate

The mission of Jones College Prep is to help students become tomorrow's leaders through a rigorous college prep program that focuses on educating the whole person. To that end, we must partner with both the student and his/her family. We pride ourselves on having one of the most caring and committed faculties in the country. We want you to know how much we value your voice and how much we need your support in living out the mission of the school. We need your help!

This pamphlet is designed to outline the various mechanisms we use to connect with families. While responsibility for education lies primarily with the student him/herself, support is a dual responsibility between family and school. We cannot partner with you unless we have open lines of communication. Please read over this pamphlet and familiarize yourself with these strategies. If you do not receive a return call / email from people at Jones within 48 hours, please contact me.

Dr. P. Joseph Powers, Principal

### We Can't Partner With You Unless We Know How to Contact You!

Keeping accurate family information is always a challenge. On the Family Information Form collected in the fall and beyond, please be certain that we have every phone number you use (cell, work, home, etc), accurate addresses, and EMAIL. To update / verify your information, please email [information@jonescollegeprep.org](mailto:information@jonescollegeprep.org) or call Ms. Gwen Bradford at 773.534.8600, extension 48602 or Olga Gutierrez at extension 48629.



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. Jones 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) or you can press \*2 after the attendant answers and enter the first 4 letters of the party's last name. Leave an action-oriented message with your contact information.

#### 2. EMAIL

Email addresses can also be found under the CONTACT US link on the website. Email is an ideal method since staff will often be occupied when you call. Administrators in particular are best reached via email.

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. All-Call: The primary contact phone number on file will receive phone calls from our automated system with updates.
3. Weekly Parent Newsletter: This weekly email newsletter from the principal's office is sent to the primary email address for each Jones household. The *State and Harrison* contains news, announcements, and calendar items to keep parents informed of what is happening at JCP. Be looking for the newsletter every Friday during the school year.
4. Student Agenda Book: The handbook portion has a list of important information.
5. Course Websites: Teachers post syllabi and assignments on these pages.
6. Come Hang Out With Us! The best way to communicate is to attend events, join the PTO, and volunteer to help. Watch the school calendar and come!

