



Jordan Community School
7414 N Wolcott Avenue, Chicago, IL 60626
Education is Our Number One Priority
Christopher Graves and Jami Tillis – Administrative Team



Student Health & School Forms Booklet are due

Communicating Your Child's Absence to School

If your child must stay home, report on [Aspen parent portal](#), call and leave a message at Jordan 773-534-2220 #3 or complete the [absence form](#) to inform them your child will be absent.

Home to school communication that qualifies for excused absence status must:

- Meet one of the valid causes for absence indicated above. AND
- Reported on Aspen Parent Portal. OR
- Be memorialized through a paper, signed and dated note the first day your child returns to school from an absence. OR
- Be logged by the school in response to a direct phone call/voicemail to the school

Your written note and call should include the following information:

- Student's name
- Room/division
- Date(s) of absence
- Reason for absence (must be one of the six valid reasons), with details explaining if there is a family emergency, concern for child's safety, or situation beyond the student's control.
- Parent/guardian signature, date, and phone number

Note:

- **The student must be fever-free for 24 hours without the use of fever-reducing medication to return back to school.**
- **We can not accept a doctor's note without a written not from a parent or guardian.**

How to process an Early Dismissal

1. Enter the main entrance and show security your identification.
2. Provide main office staff with the full name and homeroom number of the student.
You will not be able to pick up a student if you are not on their contact list. We can not contact the parent/legal guardian for verbal approval.
3. Provide the reason why the early dismissal is needed and sign the early dismissal sheet.

Note, this process may take up to 15 minutes.



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Volunteer Process

In order to serve as a Level II Volunteer at Jordan you must complete the following steps:

- Step 1 - Complete the Volunteer Google Form
- Step 2 - Complete the Level 2 CPS Volunteer Application. Individuals can start the process by clicking on [this link](#).

Note, Disregard the email from volunteer services which states to bring your ID to school if they have already submitted the ID via google form.

Individuals will not be cleared to start until they receive a formal letter from Chicago Public Schools indicating their approval as a Level II Volunteer. Once we approve your application, you will receive this approval letter within 72 business hours. Volunteers must present their approval letter to the Taft staff member that they will be working with. Staff members should make and maintain a copy of the volunteer approval letter for their records.

A Level II Volunteer is:

1. A parent providing supervised volunteer service in their child's school or classroom for less than 10 hours/week;
2. Any individual providing volunteer service for less than 5 hours/week at a school where s/he does not have a child enrolled;
3. An individual providing one-day volunteer service with no ongoing individualized interaction with a student(s) including those who speak at a class/assembly, judge academic competitions, give musical performance, participate in the "Principal for a Day" program, job-shadowing event, corporate philanthropic event, organized community service event or other one-time event provided there is direct supervision of the activity/event by regular school employees;
4. A parent accompanying his/her child's class on a one-day field trip or another type of extra-curricular activity that does not involve an overnight stay; or
5. An individual providing volunteer service on projects/activities involving no or nominal contact with children (home-based volunteer activities, volunteers serving at Central or Network office).

In order to serve as a Level I Volunteer at Jordan you must complete the following steps:

- Step 1 - Complete the [Volunteer Google Form](#)
- Step 2 - Complete the Level 1 CPS Volunteer Application. Individuals can start the process by clicking on [this link](#).

After I approve the application you will receive an email from the CPS Volunteer Office providing information on a required background check, TB test, and Safe Schools training. Prospective volunteers should email TB results to volunteer@cps.edu. Within 5 weeks of being fingerprinted volunteers will receive an official approval letter from CPS.

Individuals will not be cleared to start until they receive a formal letter from Chicago Public Schools indicating their approval as a Level I Volunteer. Volunteers must present their approval letter to the Taft



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staff member that they will be working with. Staff members should make and maintain a copy of the volunteer approval letter for their records.

A Level I Volunteer is:

1. A parent providing volunteer service in their child's school or classroom for 10 or more hours/week;
2. An individual providing volunteer service for 5 or more hours/week at a school where s/he does not have a child enrolled;
3. Any individual chaperoning an overnight school-sponsored trip, regardless of the hours/week that the volunteer serves (See also the Student Travel Policy);
4. Any individual serving in a coaching capacity, regardless of the hours/week that the volunteer serves;
5. Any individual serving as a student teacher, pre-service teacher, pre-service clinician, or other pre-service practicum assignment regardless of the hours/week that the volunteer serves;
6. Any individual serving as a One-on-One tutor or mentor, regardless of the hours/week that the volunteer serves and regardless of the setting, whether online or in-person;
7. Any individual providing volunteer service with students when such service may occur in an unsupervised setting, regardless of the hours/week that the volunteer serves;
8. Any individual providing volunteer service for a program where the program's funding agency requires criminal record clearance, regardless of the hours/week that the volunteer serves; or
9. Any individual providing services to a school through an organization that is not charging the school for such services, and who is not otherwise subject to a criminal background check requirement found in a Board contract with said organization, except as specified in section I.B.3 below.

Here are the steps which need to be completed the day of the event.

1. Complete sign in log paper at main entrance.
 2. Show volunteer approval letter.
 3. Sign in to [CiviCore](#) and [Clock-In](#).
 4. After returning from the event, sign in to [CiviCore](#) and Clock-Out.
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