



# WHO TO CALL AT JACKSONVILLE HIGH SCHOOL

243-4384



Main Office - Joey Dion, Principal ext. 2232 <a href="mailto:jdion@jsd117.org">jdion@jsd117.org</a>	
<b>Kristin Deen ext. 2234</b> Administrative Assistant to the Principal <a href="mailto:kdeen@jsd117.org">kdeen@jsd117.org</a>	<b>Janet O'Connell ext. 2238</b> Main Office Receptionist <a href="mailto:joconnell@jsd117.org">joconnell@jsd117.org</a>
Reception Fee Management/Payments Activity Accounts Key Cards Graduation/Senior Awards Ceremonies Refund Requests General Information/Questions	Reception Copy Machines Purchase Orders/Supplies Aesop/Substitutes Messages for Students Fee Management/Payments General Information/Questions

Student Services Office - Dan Scott, Assistant Principal ext. 2139 <a href="mailto:dscott2@jsd117.org">dscott2@jsd117.org</a>	
<b>Melissa Suttles ext. 2243</b> Admin. Assistant to the Asst. Principal <a href="mailto:msuttles@jsd117.org">msuttles@jsd117.org</a>	<b>Cindy Weger RN ext. 2244</b> School Nurse <a href="mailto:cweger@jsd117.org">cweger@jsd117.org</a>
Reception Skyward Access Student Records/Files/Transcripts Course Inquiries Registration/Enrollment/Residency Scheduling	Health Forms/Compliance Administration of Medication Health Concerns Wellness Advisor

Attendance Office - Ian English, Assistant Principal ext. 2268 <a href="mailto:ienglish@jsd117.org">ienglish@jsd117.org</a>	
<b>Andrea Cully ext. 2237</b> Admin. Assistant to the Asst. Principal Attendance Secretary <a href="mailto:acully@jsd117.org">acully@jsd117.org</a>	<b>Laurie Jokish ext. 2261</b> Admin. Assistant to the Asst. Principal Discipline Secretary <a href="mailto:ljokisch@jsd117.org">ljokisch@jsd117.org</a>
Attendance/Absences Doctor Appointments Student Check in/Check Out Pre-Arranged Absences	Discipline Suspensions Student Handbooks/Agendas Parking Permits
<b>Mark Grounds ext. 2262</b> Dean of Students <a href="mailto:mgrounds@jsd117.org">mgrounds@jsd117.org</a>	<b>Craig Wright ext. 2280</b> School Resource Officer <a href="mailto:cwright@jsd117.org">cwright@jsd117.org</a>
Attendance/Tardies Discipline Classroom Management Concerns Teacher Managed Referrals (TMR) Office Discipline Referrals (ODR)	Crime Prevention/Reporting Facility Security Law Enforcement Issues Parking Lot Issues

<b>Sherri McLaughlin ext. 2242</b> Counselor Seniors (Class of 2021) Counselor Freshmen (last names H-P) <a href="mailto:smclaughlin@jsd117.org">smclaughlin@jsd117.org</a>	<b>Megan Waterstraat ext. 2240</b> Counselor Sophomores (Class of 2023) Counselor Freshmen (last names Q-Z) <a href="mailto:mwaterstraat@jsd117.org">mwaterstraat@jsd117.org</a>
Academic Scheduling College/Career Counseling Interpersonal/Emotional Counseling Crisis Response Testing	Academic Scheduling College/Career Counseling Interpersonal/Emotional Counseling Crisis Response Testing
<b>Audrey Brown ext. 2239</b> Counselor Juniors (Class of 2022) Counselor Freshmen (last names A-G) <a href="mailto:abrown@jsd117.org">abrown@jsd117.org</a>	<b>Joe O'Neil ext. 2906</b> Special Education Department Chair 504 Coordinator <a href="mailto:ioneil@jsd117.org">ioneil@jsd117.org</a>
Academic Scheduling College/Career Counseling Interpersonal/Emotional Counseling Crisis Response Testing	Individual Education Plans (IEPs) Social/Academic Guidance  504's, See Mr. Scott

District Food Service Office - Joyce Hiler Director of Food Service ext. 2500 <a href="mailto:jhiler@jsd117.org">jhiler@jsd117.org</a>	
Menu Questions Food Service Balance Food Service Account	Free/Reduced Meal Applications Allergy or Carb Count Information

Athletic Office - Ryan Van Aken, Assistant Principal/ Athletic Director Ext. 2246 <a href="mailto:rvanaken@jsd117.org">rvanaken@jsd117.org</a>	
<b>Aimee Fromme ext. 2223</b> Admin. Asst. to the Asst. Principal/AD <a href="mailto:afromme@jsd117.org">afromme@jsd117.org</a>	<b>Don Grubb</b> Head Custodian <a href="mailto:dgrubb@jsd117.org">dgrubb@jsd117.org</a>
Athletics Facilities Calendar/Scheduling/Usage Eligibility Work Permits Season Tickets/passes	The following items should be filtered through Department Chairs and Mr. Dion Work Orders General Repair

Questions regarding grades, performance, or behavior in specific class should be directed to the teacher.  
Please visit the JHS Webpage and click on School Information and then Staff Directory or Teacher Webpages to access contact information for individual teachers.