



# 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>		Student Services Office - Dan Scott, Assistant Principal ext. 2139 <a href="mailto:dscott2@jsd117.org">dscott2@jsd117.org</a>	
<b>Andrea Cully ext. 2234</b> Administrative Assistant to the Principal <a href="mailto:acully@jsd117.org">acully@jsd117.org</a>	<b>Janet O'Connell ext. 2238</b> Administrative Assistant <a href="mailto:joconnell@jsd117.org">joconnell@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>Ashley Griffin RN ext. 2244</b> School Nurse <a href="mailto:agriffin@jsd117.org">agriffin@jsd117.org</a>
Reception Fee Management/Payments Activity Accounts Purchase Orders/Supplies Graduation/Senior Awards Ceremonies Refund Requests General Information/Questions	Reception Aesop/Substitutes Copy Machines Booktracks Student Announcements, Messages for Students Non-Athletic Transportation Requests Fee Management/Payments General Information/Questions	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>Sherri McLaughlin ext. 2242</b> Counselor Students (last names G-O)  <a href="mailto:smclaughlin@jsd117.org">smclaughlin@jsd117.org</a>	<b>Elise Black ext. 2240</b> Counselor Students (last names P-Z)  <a href="mailto:eblack@jsd117.org">eblack@jsd117.org</a>
<b>Kristin Deen ext. 2237</b> Admin. Assistant to the Asst. Principal Attendance Secretary <a href="mailto:kdeen@jsd117.org">kdeen@jsd117.org</a>	<b>Heather Meek ext. 2261</b> Admin. Assistant to the Asst. Principal Discipline Secretary <a href="mailto:hmeek@jsd117.org">hmeek@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
Attendance/Absences Doctor Appointments Student Check in/Check Out Pre-Arranged Absences	Discipline Suspensions Student Handbooks/Agendas Key Cards, Parking Permits	<b>Audrey Brown ext. 2239</b> Counselor Students (last names A-F)  <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:joneil@jsd117.org">joneil@jsd117.org</a>
<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>	Academic Scheduling College/Career Counseling Interpersonal/Emotional Counseling Crisis Response Testing	Individual Education Plans (IEPs) Social/Academic Guidance  504's, See Mr. Scott
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	Athletic Office - Ryan Van Aken, Assistant Principal/ Athletic Director Ext. 2246 <a href="mailto:rvanaken@jsd117.org">rvanaken@jsd117.org</a>	
District Food Service Office - Joyce Hiler Director of Food Service ext. 2500 <a href="mailto:jhiler@jsd117.org">jhiler@jsd117.org</a>		<b>Maggie Crowder ext. 2223</b> Admin. Asst. to the Asst. Principal/AD <a href="mailto:mcrowder@jsd117.org">mcrowder@jsd117.org</a>	<b>Don Grubb</b> Head Custodian <a href="mailto:dgrubb@jsd117.org">dgrubb@jsd117.org</a>
Menu Questions Food Service Balance Food Service Account	Free/Reduced Meal Applications Allergy or Carb Count Information	Athletics Facilities Calendar/Scheduling/Usage Eligibility Work Permits Season Tickets/passes	The following items should be filtered through Department Chairs, Mr. Dion Work Orders General Repair
<p>Questions regarding grades, performance, or behavior in specific class should be directed to the teacher.</p> <p>Please visit the JHS Webpage and click on School Information and then Staff Directory or Teacher Webpages to access contact information for individual teachers.</p>			