



WHO TO CALL AT JACKSONVILLE HIGH SCHOOL
243-4384



Main Office - Mike McGiles Principal ext. 2234 mmcgiles@jsd117.org		Student Services Office - Tim Chipman Assistant Principal ext. 2139 tchipman@jsd117.org	
Penny Slaughterback ext. 2234 Administrative Assistant to the Principal pslaughterback@jsd117.org	Jen Watts ext. 2238 Main Office Administrative Assistant jwatts@jsd117.org	Melissa Suttles ext. 2243 Admin. Assistant to the Asst. Principal aprather@jsd117.org	Cindy Weger ext. 2244 School Nurse cweger@jsd117.org
Reception	Reception	Reception	Health Forms/Compliance
Fee Management/Payments	Copy Machines	Skyward Access	Administration of Medication
Activity Accounts	Purchase Orders/Supplies	Student Records/Files/Transcripts	Health Concerns
Building ID Badges	Aesop/Substitutes	Course Inquiries	Wellness Advisor
Graduation/Senior Awards Ceremonies	Messages for Students	Registration/Enrollment/Residency	
Refund Requests	Fee Management/Payments	Scheduling	
General Information/Questions	General Information/Questions		
Attendance Office - Barbie Davidsmeyer Assistant Principal ext. 2246 bdavidsmeyer@jsd117.org		Sherri McLaughlin ext. 2242 Counselor Juniors (Class of 2018) Counselor Freshmen (last names H-P) smclaughlin@jsd117.org	
Kristin Deen ext. 2237 Admin. Assistant to the Asst. Principal Attendance Secretary kdeen@jsd117.org	Laurie Jokish ext. 2261 Admin. Assistant to the Asst. Principal Discipline Secretary ljokish@jsd117.org	Megan Waterstraat ext. 2240 Counselor Seniors (Class of 2017) Counselor Freshmen (last names Q-Z) mwaterstrat@jsd117.org	
Attendance/Absences	Discipline	Academic Scheduling	Academic Scheduling
Doctor Appointments	Suspensions	College/Career Counseling	College/Career Counseling
Student Check in/Check Out	Student Handbooks/Agendas	Interpersonal/Emotional Counseling	Interpersonal/Emotional Counseling
Pre-Arranged Absences	Parking Permits	Crisis Response	Crisis Response
		Testing	Testing
Mark Grounds ext. 2262 Dean of Students mgrounds@jsd117.org	Craig Wright ext. 2280 School Resource Officer cwright@jsd117.org	Andrea Leefers ext. 2241 Counselor Sophomores (Class of 2019) Counselor Freshmen (last names A-G) aleefers@jsd117.org	
Attendance/Tardies	Crime Prevention/Reporting	Joe O'Neil ext. 2239 Special Education Department Chair 504 Coordinator joneil@jsd117.org	
Discipline	Facility Security	Academic Scheduling	Individual Education Plans (IEPs)
Classroom Management Concerns	Law Enforcement Issues	College/Career Counseling	504 Plans
Teacher Managed Referrals (TMR)	Parking Lot Issues	Interpersonal/Emotional Counseling	Social/Academic Guidance
Office Discipline Referrals (ODR)		Crisis Response	
		Testing	
Dean's Assistant		Athletic Office - Joey Dion Assistant Principal/ Athletic Director Ext. 2268 jdion@jsd117.org	
Attendance	Escorting of Off Level Students	Aimee Fromme ext. 2223 Admin. Asst. to the Asst. Principal/AD afromme@jsd117.org	Don Grubb Head Custodian dgrubb@jsd117.org
Discipline	Confiscation of Electronics	Athletics	The following items should be filtered
		Facilities Calendar/Scheduling/Usage	through Department Chairs and Mr. Dion
District Food Service Office - Joyce Hiler Director of Food Service ext. 2500 jhiler@jsd117.org		Eligibility	Work Orders
Menu Questions	Free/Reduced Meal Applications	Work Permits	General Repair
Food Service Balance	Allergy or Carb Count Information	Season Tickets/passes	
Food Service Account			

**Questions regarding grades, performance, or behavior in specific class should be directed to the teacher.
Please visit the JHS Webpage and click on Faculty and Staff to access contact information for individual teachers.**

