



John Glenn High School

Chris Manering – Principal

Ronald Brown Jr. – Assistant Principal

Eric Stephens – Athletic / Activities Director

Angie Foresman – Counselor (A-G)

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July 26, 2022

Dear Students and Parents/Guardians:

Welcome to the 2022-2023 school year at John Glenn High School. We are very excited to see all of you back on campus. Currently, we are working through registration for this school year. If you have not registered for the 2022-2023 school year, please do so at your earliest convenience. The first student day will be on Wednesday August 10, 2022. All students will report to their Homeroom Class. The homerooms are listed on Harmony in both the parent log in as well as the student log in. We will also have lists posted outside of the Guidance Department for Homerooms. We are adjusting the homeroom sizes, so please check closer to 8/10/2022 for the most up to date homeroom assignments. In addition, courses are listed in Harmony. Class sizes are balanced all the way up to the first day of school (and sometimes after school has started.) There could be changes to student schedules in the coming weeks, which is a normal procedure at JGHS. We are so excited to see you and look forward to an excellent 2022-2023 school year. Please review all of the information in regards to back to school.

Building Tours

John Glenn High School will be having building tours for incoming freshmen and new students on August 2nd, 3rd, & 4th from 1:00-3:00. Our students will lead the building tours in 30-minute intervals. Tour times will be at 1:00, 1:30, 2:00, and 2:30.

Student Academic Support (S.A.S) 7:35-7:55 AM

This school year we have time allocated for students to get support before school. This is time for students to get extra help from teachers. This would be an opportunity for students to make up missing assignments, missed exams, or just get some extra assistance from teachers. We are encouraging students to let their teachers know if they are coming and make an appointment the previous day. With only 20 minutes, this would allow materials to be ready for students if necessary.

Class Schedule

On 8/10/2022 and 8/11/2022, students will be reporting to their homerooms to start the school day. We will be having our class meetings, reviewing important school procedures, and other important items to start the school year. We will then be operating on a shortened schedule the remainder of the school day on 8/10 and 8/11. On Friday 8/12/2022, we will be operating on a normal school schedule. Here is the school schedule for the 2022-2023 school year:

Bell Schedule

S.A.S	7:35	7:55
1st Period	8:00	8:46
SRT/Announcements	8:51	9:19
2nd Period	9:24	10:10
3rd Period	10:15	11:01
4th Period	11:06	12:27
A lunch	11:06	11:30
B lunch	11:35	11:58
C lunch	12:03	12:27
5th Period	12:32	1:18
6th Period	1:23	2:09
7th Period	2:14	3:00

2 Hour Delay Schedule

S.A.S	9:35-9:55
1st Period	10:00-10:31
2nd Period	10:36-11:07
3rd Period	11:12-11:43
Announcements	11:43-11:47
4th Per (A)	11:52-12:16
4th Per (B)	12:21-12:44
4th Per (C)	12:49-1:13
5th Period	1:18-1:48
6th Period	1:53-2:24
7th Period	2:29-3:00

Lockers

All students are assigned a locker. Locker numbers and combinations are listed in Harmony. Lockers are assigned by grade level. Most students will have a locker with the students in the same grade. There are occasions when adjustments are made and lockers will be in a different hallway.

School Opening

John Glenn strives to maintain our welcoming environment with students as much as possible. The front office is open from 7:30-4:00 when school is in session. The front entrance doors, Door 1, will open at 7:30 AM each morning. Door 2 and Door 7 will be unlocked at 7:40 each morning. These are the entrances for our student drivers. Door 2 and Door 7 will be locked at the start of the school day.

Student Drop off and Pick Up

The student drop off and pick-up area is at Door 1, the main entrance, on John Glenn Drive. For student pick up at the end of the school day, we ask parents to form two lines and to pull all the way towards the greenhouse. To make the line move safely and efficiently, please pull up to the end of the sidewalk to allow other cars behind you to drop-off/pick-up as well. The pick-up line tends to be lengthy and this prevents backing up on John Glenn Drive. The drop off and pick up line is one way. Vehicles should enter via John Glenn Drive near the JGSC Administration Building and exit on John Glenn Drive near the Greenhouse.

Parent and Visitor Access

Parents will be encouraged to call in and set up an appointment with a specific staff member. All parents and visitors should report to the main entrance, Door 1, where patrons will sign in.

Students needing to leave for appointments contact the front office and we will be able to get a pass for your student to have them ready to leave at a designated time.

Attendance

Being at school and being on time are very important. However, we do know that students get ill, have appointments, college visits, etc. Please contact the attendance office at 574-586-3195. Doctor's notes should be turned into the main office as verification.

If your child is absent and the office has not received a phone call, an automated phone call will be contacting the phone number listed in Harmony to make you aware that your student is not at school and that we have not received a phone call.

Guidance Department

John Glenn High School has three guidance counselors. Most students will work with one counselor at JGHS, but all of our counselors are available to assist students with their needs.

Mrs. Foresman: Last Name A-G

Mrs. Hudgen: Last Name H-O

Mrs. Rippy: Last Name P-Z

The guidance is here to serve our students and stakeholders. They are in the process of enrolling new students and handling requests for schedule changes over the summer. Changes to the classes are ongoing and this is a normal process at the start of the school year.

If you are in need for a schedule change, please complete the Google form, which was send out by Mrs. Hudgen on July 20, 2022.

Water Bottles and Drinking Fountains

Students are encouraged to have a water bottle with them. John Glenn High School has several drinking fountains and bottle fill stations throughout the building for the use of students and staff.

Nurses Office

The school nurse is available for students in the main office. If a student feels under the weather, they need to come down to the nurse's office. The school nurse will then determine if the student needs to go home. The nurse will contact a parent/guardian or an emergency contact.

Medications are kept in the main office. Paperwork is available for a student to have medication in the main office.

Lunches

John Glenn High School has a closed lunch, which means students are not allowed to leave campus for lunch. John Glenn High School will have three lunches this school year. The cost of Breakfast is \$1.30 and the cost of lunch is \$2.35. If you qualify for Free and Reduced Lunch, please make sure to complete the forms in the registration process if you have not done so already. Students will need to have money on their lunch account in order to purchase lunch and extra items beyond the basic lunch provided. Students can bring lunch money to our cafeteria before school every day. Checks should be made payable to: **JGSC**. Lunch money may also be put on student lunch accounts online.

Extra-Curricular and Co-Curricular Activities

We encourage all of our students to get involved in an activity beyond the school day. Students can be involved in athletics, band, choir, school clubs/organizations, theater, ESPORTS and more. Our school handbook outlines many of these activities. Each student will receive an agenda book and all of the clubs and activities are outlined in the handbook. All students will receive a handbook on the first day of school. Here is a digital copy from the student handbook:

Any student that competes in Athletics must have an IHSA Pre-Participation Physical on file to compete. The physical must be completed on or after April 1, 2022. Forms are available in the main office. The form is available electronically at on the Athletic website: www.glennathletics.com. There is also paperwork available on Final Forms for student athletes to complete. Here is a link to Final Forms: <https://johnglenn-in.finalforms.com/>

Social Media

JGHS is on Twitter and Facebook. We encourage you to “Like” the John Glenn High School Facebook page and follow us on Twitter @JohnGlennHighS1.

Falloween

Falloween will run on 9/23-9/25. Falloween requires student volunteers and parent volunteers to run smoothly. All profits raised for Falloween go directly to students in the form of Scholarships. Since the start of Falloween, John Glenn High School has been able to give over \$500,000 back to our students in the form of scholarships. None of this could be done without student and parent volunteers. Sign-ups will start soon. Please check out the Falloween Festival Facebook page and our website for the most up to date information. Here is the link to our website: <http://www.falloweenfest.com>. Please “Like” the Falloween Fest page on Facebook.