John Glenn High School

Chris Manering – Principal
Ronald Brown Jr. – Assistant Principal
Eric Stephens – Athletic / Activities Director
Shannan Keldsen – Counselor (A-G)
Donia Hudgen – Counselor (H-O)
Allison Middlebrook – Counselor (P-Z)

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July 27, 2026

Dear Students and Parents/Guardians:

Welcome to the 2026-2027 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. Online registration is currently open for families to register. The first student day will be on Wednesday August 12, 2026. 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 8/12/2026 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 2026-2027 school year. Please review all the information regarding back to school. The following items are some basic information for everyone. On the first day, we will be reviewing all the requirements in our student handbook in an assembly and during Homeroom/SRT.

Cell Phone Policy

The State of Indiana has instituted a ban on cell phones and other non-school issued electronic devices during the school day. Students cell phones, apple watches, and other non-school issued electronic devices need to be kept in their school lockers during the school day. The following policy was adopted by our school board of trustees:

In accordance with Senate Enrolled Act 78 and John Glenn Board Policy, John Glenn students are prohibited from possessing and/or using wireless communication devices during the school day unless specifically permitted under the exceptions listed below. A 'school day' is defined in the law as the time a student is present on school property for instruction, for example 8:00 AM to 3:00 PM.

A wireless communication device includes any portable device capable of providing voice, messaging, internet access, or other data communication between two or more persons. This includes, but is not limited to, cellular phones, smartphones, tablet computers, laptop computers, digital cameras, gaming devices, smartwatches, earbuds/headphones connected to a wireless device, or any similar device connected to a cellular network or the internet.

During the school day, wireless communication devices must be powered off, stored away, and inaccessible to students. Each building may establish specific procedures for how devices are to be

stored, including but not limited to backpacks, lockers, designated classroom storage locations, or other areas identified by school administration.

This policy may not prohibit device use when it is:

- Required by an Individualized Education Program (IEP) or a Section 504 Plan
- Necessary to manage a documented medical condition with provider authorization
- Authorized by the superintendent during an emergency
- Needed for language translation for multilingual learners, prioritizing school-managed devices where available
- An audio recording device used by a student that is unobtrusive and used for personal educational notetaking if the device is designed only for spoken-word capture, does not record images or video, is visible to school staff, is available for inspection upon request, and complies with consent laws and recordings made by such devices may not be used for disciplinary or evaluative purposes against students or employees.

Wireless communication devices may be confiscated by school administration and returned to the student's parent or guardian. Students who violate this policy may be subject to disciplinary action in accordance with the Student Code of Conduct.

Students are personally responsible for any wireless communication device brought to school. John Glenn School Corporation is not responsible for the loss, theft, damage, misuse, or unauthorized use of any personal wireless communication device.

Thank you in advance for your flexibility during this time of change with wireless communication across the entire State of Indiana.

Building Tours

John Glenn High School will be having tours for incoming freshmen and new students on August 4th, August 5th, and August 6th from 1:00-3:00. Our students will lead the building tours in 20-minute intervals starting at 1:00. Students and families are also able to walk around without a tour if they choose.

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.

Student Resource Time (SRT)

SRT takes place from 8:51-9:19 during a normal school day. This is a time for students to attend club and activity meetings, announcements are presented from our broadcast class, students can schedule time to make up missing assignments, and much more. The SRT will be the same as the homeroom assigned (most of the time). The goal is for the student to have the same SRT for their entire high school experience.

Planners/Student Handbooks

Each student will receive a planner to assist with organization. In the planner is our student handbook and guidelines for each student. The planner is also utilized for hall passes. Every student will receive a planner on the first day of school. Please put your name in the planner in case the item is misplaced. If one is lost, please come to the main office.

Class Schedule

On 8/12/2026, students will be reporting to their homerooms/SRT 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 for the remainder of the school day on 8/12/2026. On Thursday 8/13/2026, we will be operating on a normal school schedule. Here is the school schedule for the 2026-2027 school year:

Bell Schedule		
SAS	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

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. Students are not to share a locker with another student. The locker is your space to store personal items. ***If you are having issues with your locker, please notify the front office as soon as possible to fix the locker or assign a new locker.***

School Building 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 7:00 AM each morning. The interior door at door 1 will not unlock until 7:30. Students can wait inside or outside until school opens for the start of the school day. 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. If you arrive late to school, students will need to come to door 1 and sign in.

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. ***Per the Walkerton Police Department, cars may not be parked along John Glenn Drive for pick up at the end of the school day.***

Student Parking

Students are to park in the student parking lot on the east side of the school near the tennis courts. Parking tags will be dispersed to students after the start of the school year. Seniors that have purchased a parking spot to be painted will have assigned parking during the school day. All other student drivers can park in the open parking spots.

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 at 574-586-3195 and we will be able to get a pass for your student to have them ready to leave at a designated time. ***Text messages, notes, and emails will not be permitted for students to leave campus from parents/guardians.*** The safety and well-being of the students is our top priority and communication directly with the parents is optimal with students leaving the building early for appointments.

Late Arrivals and Early Release

We have students that are very mobile, especially during junior and senior year. Students that attend vocational programs off campus, are involved in work release, and/or have shortened schedules need to sign in and sign out every day. The safety of all the students is our number one priority, and this is part of our safety plan.

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.

If you are late for school, please proceed to 1st period unless you are more than 10 minutes late for class. After 8:10, you will need to sign in at the main office.

If your child has an appointment or is leaving school early. ***A phone call to the Attendance office will be required. No text messages, emails, notes from a parent, etc. will be permitted.***

Backpacks

Students may bring their backpacks to school each day. Backpacks must be kept in your locker after the start of the school day.

Guidance Department

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

Mrs. Keldsen: Last Name A-G

Mrs. Hudgen: Last Name H-O

Mrs. Middlebrook: Last Name P-Z

The school counselors are 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 sent out by Mrs. Hudgen. Not all schedule changes can be accommodated and will be based on academic need.

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 filling stations throughout the building for the use of students and staff.

Nurses Office

The school health aide 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 health aide will then determine if the student needs to go home. We will contact a parent/guardian or an emergency contact. The office will make phone calls, and we will not be accepting text messages from the personal cell phones of students.

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

Textbook Fees/Supply Lists

The Indiana General Assembly passed into law a few years ago that there will not be any textbook fees for classes during the school day. As in previous years, there may be financial obligations for specialized programming throughout the school year. Therefore, there is no payment necessary for book fees for the 2026-2027 school year. John Glenn High School does not have specific supply lists. Students take a variety of classes. Their teachers will inform them of any items they may need for their classes. John Glenn High School recommends that each student have notebook paper, pens, pencils, and folders for each of their classes.

Picture Day

John Glenn High School picture day will be on Wednesday August 19, 2026. Picture retakes will be on Wednesday October 6, 2026. All students will need to get their picture taken for student ID's and the yearbook. Families may purchase school pictures through Lifetouch. More information will be passed out closer to August 20, 2026.

Lunches

John Glenn High School has a closed lunch, which means students are not allowed to leave campus for lunch. If a student is assigned a 4th period at John Glenn High School, they need to remain on campus for lunch each day. John Glenn High School will have three lunches this school year. The cost of Breakfast is $1.45, and the cost of lunch is $2.50. ***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 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 myschoolbucks.com. Lunch assignments for students will be announced when school starts. Lunch assignments are not listed in Harmony.

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 and the handbook will be available on the website.

Any student that competes in Athletics must have an IHSAA Pre-Participation Physical on file to compete. The physical must be completed on or after April 1, 2026, per the IHSAA. Forms are available in the main office. The form is available electronically 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/ . If you have completed Final Forms last school year, then the enrollment process will run much smoother.

Athletic Schedules are also available on Eventlink and there is an app families can download to select which sport they would like to follow. Parent Square will be the method for communication through the school for extracurricular and co-curricular activities.

Please consult with the athletic department if you have any questions.

Social Media

JGHS is on Facebook. We encourage you to "Like" the John Glenn High School Facebook page.

Falloween

Falloween will run on 9/25-9/27. 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 $650,000 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. Falloween Fest is also on Instagram. Please follow us on Instagram at Falloween_fest.