

# JESUIT HIGH SCHOOL PARENT 101 QUICK REFERENCE GUIDE

This document provides parents with a quick reference to our most frequently asked questions. Additional information can be found in the Student Parent Handbook or on our website at [www.jesuithighschool.org](http://www.jesuithighschool.org).

## Athletics

**Where do I turn in the completed physical form? What if my son does not intend to participate in athletics?** All incoming students need a current physical whether they intend to participate in athletics or not. Current physicals should be turned in to the Main Office.

**Why does it have to be dated between June 1 and July 31?** Jesuit must have on file a current physical for a student to be eligible for athletics. If an athlete has a physical that is overdue (more than 365 days), he will be ineligible to play. If your son participates in a spring sport and his season extends into the summer, he could become ineligible if his physical expires.

**What if my son gets a concussion?** If an athlete is suspected of having suffered a concussion, he will be ineligible to practice or play until all concussion protocols have been completed – this is for the safety and benefit of the athlete. Please contact Robin Cummings ([robin.cummings@jesuithighschool.org](mailto:robin.cummings@jesuithighschool.org)) in the Athletics Department for information on the Return to Learn and Return to Play protocol.

**When are practices?** Practice times and locations are determined by individual coaches. It is the responsibility of the student athlete to know when and where practices are being held.

**How do I contact a coach/trainer?** Coaches and trainers can be contacted via email. Email addresses are located on the website at [www.jesuithighschool.org](http://www.jesuithighschool.org).

## Attendance Line / Absent Notes

**What do I do if my son is sick?** If a student is going to be late or absent, it is his responsibility to have his parents notify the attendance voicemail by phone **(916.480.2135)** before 9:00 a.m. on each and every day of his absence.

**Do I have to call AND write a note?** That is no longer necessary.

**What if he is sick during the school day and I need to pick him up?** When a student becomes ill during school, he should inform his classroom teacher and secure permission to go to the Dean's Office. The Dean's Office will make all the necessary phone calls to dismiss the student.

**What if he has an appointment during the day?** A written request for early dismissal signed by a parent/guardian must be presented to the Dean's Office prior to the first bell on the appropriate day so the student may be issued an Early Dismissal slip and his name included on the Early Dismissal list.

## Request a Transcript

**How do I request a transcript for my son?** Please complete the form on our website at [www.jesuithighschool.org/transcripts-and-forms](http://www.jesuithighschool.org/transcripts-and-forms) and select "Transcript Request for Current Students." Please allow 48 hours for your request to be processed.

### Does it cost anything to get a transcript?

The first three official transcripts are produced at no cost; any additional transcripts are \$5.00 each. There is no charge for unofficial transcripts.

## Transportation - Carpool / Bus information

**How do I get information on carpool or the bus?** To request carpool or Placer Bus Group information, please go to the Welcome Class of 2024 page or, from our homepage on our website, use the search keyword "Carpool."

**How do I get on the list for carpools?** Complete the carpool request form on our website at [www.jesuithighschool.org](http://www.jesuithighschool.org) and use the search keyword "Carpool."

**Do I have to contact the other parents?** Once you complete and submit the form found on the website, a parent volunteer will gather the information and send out an email containing a list of other families in your area that you can contact to form a carpool.

**Where does the Placer Bus Group pick up?** Current stops include Lake of the Pines, St. Joseph's Church Auburn, Chipotle (Rear Parking Lot) Rocklin, and Smart & Final in Roseville. **For additional information on the Placer Bus Group, please go to [www.placerbusgroup.com](http://www.placerbusgroup.com).**

## Tuition / Tuition Assistance

**Where do I find the schedule indicating when tuition will be taken from my account?** Jesuit High School contracts with Tuition Aid Data Service (TADS) to process all tuition payments and financial aid applications. Tuition is collected on the date you selected during registration. To verify those dates, please login to your TADS account.

**What if there is a problem and I need to talk to someone?** If you have any questions regarding your tuition payment, please contact TADS directly at 800-477-8237. You may also contact Jessica Billigmeier at [Jessica.Billigmeier@jesuithighschool.org](mailto:Jessica.Billigmeier@jesuithighschool.org).

**How do I apply for Tuition Assistance?** Tuition assistance applications open in October. For more information, please contact Jessica Billigmeier.

**If I applied for and received Tuition Assistance last school year, do I have to reapply this year? What if I missed the deadline?** Yes, each year you must reapply to be considered for tuition assistance. Applicants who file a completed application by the deadline get priority consideration. To request a late application, please contact Jessica Billigmeier.

## Volunteers in Partnership (VIP) Program

**How many hours does our family need to do? Can my son do any of those hours?** Each family is required to volunteer 25 hours in support of Jesuit High School throughout the school year. Current students may earn up to 10 hours of volunteer service for the family.

**When can I begin volunteering?** All hours starting May 1, 2020 will count toward your 2020-2021 family VIP hours.

**How do I find out about volunteer opportunities?** Jesuit uses the "Helper-Helper" calendar program to list most of our volunteer opportunities. For information on volunteer opportunities, please go to our website at [jesuithighschool.org/volunteers](http://jesuithighschool.org/volunteers).

**How do I record that I did volunteer hours?** Parents track all their VIP hours online via the "Helper-Helper" website or mobile app. "Extra" VIP hours are not carried over to the following year and may not be donated to other families.

**When are all volunteer hours due? What if I don't get them done?** Volunteer hours are due on April 15 for Senior families and April 30 for Freshman, Sophomore and Junior families. If you have not completed your hours, you will be assessed a \$650.00 fee. This amount is not prorated for partial hours.

## Some Information and Friendly Reminders....

**Student Pick up and Drop Off:** The preferred drop off / pickup area for students is via the main campus entrance to the school - 4660 Fair Oaks Blvd (O'Donnell and Fair Oaks Blvd.). At the end of the school day, parents are encouraged NOT to arrive too early, as that causes congestion and a back-up of cars onto surface streets. Your student will need a few minutes after the bell rings to gather his things and walk across campus, so please take this into consideration. Allow at least 15 minutes after the bell rings before getting into the pick-up queue located in front of the Barry Gym and Harris Center.

Freshmen will engage in Service and Justice programming in the context of their Theology 1 course. Additional opportunities will be available to them throughout the year, but not required.

**Tardy students:** Students arriving late to school must report to the Dean's Office for a tardy slip.

**Freshman Overnight Retreat:** Given the trajectory of restrictions on gathering in groups, it does not appear likely that the Freshman Retreat will be held as originally scheduled. Our Campus Ministry team is currently refining the plan to provide meaningful connection between the newest members of our Jesuit community, our Freshmen Little Brothers, and their Senior Big Brothers. Information will be posted to the Campus Ministry website and in the email updates to students and parents as it is confirmed.

**Online Calendar:** Given the uncertainty of this upcoming school year, we did not print a calendar this year. **We recommend that parents check the online calendar, which is continuously updated as the need arises.** Parents and students will also be notified of significant changes in the school schedule (such as a change of dismissal time or a change in the Collaboration Schedule) via email. To access the online calendar, visit [www.jesuithighschool.org](http://www.jesuithighschool.org), scroll to the bottom of the Home page, and click on the link entitled "Calendar."

**What if I arranged an appointment after he left for school and he needs to leave early?** If you need to pick up your son early and he does not have a note, please contact the Dean’s Office and leave a message on the voicemail indicating your son’s name, year level and the time he should be dismissed.

## Calendar/Collaboration Schedule

**Does my son need to be at every Collaboration meeting?** Collaboration periods for students include assemblies, class Masses and group meetings with counselors. Students are required to attend all Collaboration Periods scheduled for their year level and attendance will be taken. All Collaboration Period schedules are located on the inside back cover of the Student Calendar as well as the school website.

**What if he does not have a collaboration meeting? Can he stay home until later?** If a student’s year level is not involved in a particular date’s Collaboration Period, he can arrive before the day’s first class period (9:45 a.m.), schedule personal off-campus appointments, or use defined areas of campus (e.g. Harris Center and the King Library).

## Clubs/Activities

**How can I find a list of clubs for my son?** A list of current clubs can be found at www.jesuithighschool.org under the “Student Life” tab.

**What if my son wants to start a new club?** Students who want to start a new club should download the application from our website at www.jesuithighschool.org and use the search keyword “Club Application.” Specific questions should be directed to Tim Kelly, Director of Student Activities.

## Counseling

**How do I find out the name of my son’s counselor?** Counselor caseloads can be found on our website. Go to www.jesuithighschool.com and use the search keyword “Counseling.”

**What if I would like to make an appointment with my son’s counselor? Can I make an appointment with my son’s counselor before school starts?** Counselors are not required to be on campus until orientation in August. If you would like to request a meeting with your son’s counselor, please email them during the first week of school.

## Detention / JUG

The term “JUG” is derived from the Latin word jugum, meaning yoke or burden, and refers to disciplinary consequences assessed at Jesuit schools. When a student receives a “JUG” from a faculty or staff member, it is entered and communicated to students electronically. It is a student’s responsibility to check his Jesuit-assigned email regularly. Students will be held accountable for all information communicated in this manner.

A Freshman student may be assigned to Academic Detention by his teacher on any (and every) day on which he does not produce the written or study work assigned for that day. Faculty will give the student an assignment that will be collected at the conclusion of the day’s detention. **Students must serve Academic Detention on the day that it is assigned. There are no exceptions to this rule.** Excuses for missing detention (e.g., athletic or other co-curricular events, work, carpool) will not be accepted.

**Lunch Time or After School Detention** is assigned for misconduct at school or at any school event and may include, but is not limited to, classroom disruptions, dress code violations, tardies, unsigned reports, being unprepared for class, or other infractions at the discretion of the Dean’s Office. **Students may serve behavioral detention on the day assigned or on the next school day.** Excuses for missing detention (e.g., athletic or other co-curricular events, work, carpool, etc.) will not be accepted.

## Directory of Staff Phone Extensions - 916-482-6060

To contact individual faculty members, please email them. Faculty email addresses are available on the website at www.jesuithighschool.org/school-directory.

## Attendance Line .....916-480-2135

Academics Office .....Margie Wagner – x220  
Advancement.....Megan Chaney – x340  
Alumni .....TBD  
Athletics..... Robin Cummings – x223  
Business Office.....Jessica Billigmeier – x216  
Campus Ministry.....Paul LeBoeuf – x292  
Office of Service and Justice .....Sara Brabec – x327  
Counseling Office.....Wazhma Kakar – x334  
Dean’s Office ..... Mary Harrison – x226  
President’s Office..... Colleen Arrigo – x211  
Principal’s Office ..... Meghan Blee – x222  
Registrar .....Debbie Case – x227  
Student Activities..... Tim Kelly – x275  
VIP Program ..... Kim Kalmbach – x336

### ACADEMIC DEPARTMENT CHAIRS:

English..... Jennifer Borasi  
Mathematics ..... Judi Brown  
Physical Education .....Hank Weinberger  
Science ..... Tom Witzgall ‘98  
Social Sciences .....Paul Rose  
Theology ..... Annie Crew-Renzo  
Visual & Performing Arts ..... Leah Heine  
World Languages ..... Teresa Herrera

## Dress Attire / Dress Code

**What does “Dress Attire” mean?** Students must dress appropriately to include slacks, a dress shirt and tie, dress belt, and clean leather dress shoes. Athletic/tennis shoes as well as hooded sweatshirts are not allowed for the entire school day on all “dress attire” days. Schoolwide dress attire days will be announced.

**What if he forgets about “dress attire days?”** Students who attend school in regular attire or are not in full dress attire (including proper shoes) on those days are subject to three days of JUG.

**Jesuit High School has dress code for all students.** Please refer to the Student Parent Handbook for information on Dress Code.

**Marauder's Cove** is the official logowear store of Jesuit High School and is operated by the Loyola Guild. The store stocks dress code approved items, parent gear and gifts. Find them and other approved vendors at [jesuithighschool.org/shop-jesuit](http://jesuithighschool.org/shop-jesuit).

## Final Forms

### *Do I have to use Final Forms?*

Yes. Final Forms is an online service to provide parents and students with a tool to easily register students for school, provide necessary emergency information and sign athletic participation forms. You can also use Final Forms to update contact information including a new home address, email address or phone number. If you have more than one student attending Jesuit, you can use one Final Forms login to see both students.

## Marauder Café / MySchoolBucks

### *Does he have to use MySchoolBucks?*

No. He may certainly bring his own lunch (there are microwaves available for student use). However, this year, the Café will operate on a pre-order, pre-pay system. Students wishing to purchase from the Café will need to order their meals and snacks in advance (at least 12 hours ahead) and will pay for their items online through their MySchoolBucks accounts. They will be notified where to pick up their meal (there will be three serving areas spread out around the campus).

### *How do I put money on my son’s MySchoolBucks account?*

You may add funds to your son’s account by visiting MySchoolBucks.com, where you will need to set up your account and link that account to your son (using his legal name and date of birth). You will receive more specific information in August.

### *How does he know where to find his code? What if he loses the code?*

Prior to the start of school, students will be sent their PIN code and other information regarding the Marauder Cafe. If a student forgets or misplaces his code, he should visit the President’s Office and request to see Colleen Arrigo, who will look up his PIN code for him. He can also email her at [colleen.arrigo@jesuithighschool.org](mailto:colleen.arrigo@jesuithighschool.org).

## PowerSchool

**Where do I get the access information, and when?** Information regarding PowerSchool access will be provided during the first week of school. Students will receive their information via their Jesuit email account and parents will receive their information via the email address we have on file.

**What if I have trouble getting into the account?** If you are locked out of your account, please email [powerschoolhelp@jesuithighschool.org](mailto:powerschoolhelp@jesuithighschool.org).

**I have more than one son attending Jesuit. Can I use one login to see both son’s grades?** Yes, you can use one login to see both students. Please email [powerschoolhelp@jesuithighschool.org](mailto:powerschoolhelp@jesuithighschool.org) for assistance.

## Request a Meeting with a Teacher, Coach or Administrator

It is Jesuit High School’s policy to follow a protocol for meetings to resolve issues or address concerns. Should a parent wish to set up a meeting in this regard, please:

1. Contact the faculty member or coach directly to set up a mutually agreeable time;
2. If, at the conclusion of that meeting, the parent concerns have not fully been addressed, the parent should contact the Department Chair (for an academic issue) or the Head Coach of the sport in question (if it is an athletic issue);
3. If the issue remains unresolved, contact the Assistant Principal who supervises the academic department in question or, if an athletic concern, schedule a meeting with the Athletic Director.
4. If the preceding steps have failed to resolve the parent’s concern, the Executive Assistant to the Principal should be contacted for an appointment with the Principal. The phone number for that office is (916) 480-2122.