

## Request a Transcript

**How do I request a transcript for my son?** Please complete the form on our website at [www.jesuihighschool.org/transcripts-and-forms](http://www.jesuihighschool.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 2026 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.jesuihighschool.org](http://www.jesuihighschool.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 FACTS 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 FACTS 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 FACTS directly at 866-441-4637. You may also contact Jessica Billigmeier at [Jessica.Billigmeier@jesuihighschool.org](mailto:Jessica.Billigmeier@jesuihighschool.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. Current students may earn up to 10 hours of these family volunteer hours. Please note: any hours your son earns is separate from his service hours requirement through the Office of Service & Justice.

**When can I begin volunteering?** All hours starting May 1, 2022 will count toward your 2022-2023 family VIP hours.

**How do I sign up for volunteer opportunities? How do I track my hours?** Jesuit uses the “Helper-Helper” online portal for our volunteer program. The portal will allow you to view and sign up for opportunities as well as track your hours. Please log on to [app.helperhelper.com](http://app.helperhelper.com) to access your account.

**When are all volunteer hours due? What if I don’t get them done?** Volunteer hours are due on April 30, 2023 for all families. If you have not completed your hours, you will be assessed a \$500 fee. This amount is not prorated for partial hours.

For full program details and FAQs, please visit [www.JesuitHighSchool.org/Volunteers](http://www.JesuitHighSchool.org/Volunteers)

## Some Information and Friendly Reminders....

**Freshman Orientation:** Freshmen parents are welcome and encouraged to attend the Opening Session at Freshman Orientation from 8:30-9:30am on August 11. After this session, students will go with their Big Brothers to begin Orientation. A Parent Coffee and Logowear Sale will follow for parents of Freshmen and transfer students. Freshmen will be provided with lunch and they will be dismissed at 2:30 p.m.

**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.). **There is NO student pick-up or drop-off on Jacob Lane. These gates to campus will remain closed until school begins.** 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.

The **Freshman Retreat** is August 20 and is mandatory for all Freshmen. Information on the Freshman Retreat is available on the JHS website. Parents are strongly encouraged to attend the parent portion of the retreat on the morning of August 20 along with the family mass on August 23rd.

Freshmen will learn about the six hours of service they need to complete, as well as the Office of Service and Justice Programming **in general**, early in the semester of their Theology 1 class. Freshman service will be completed during the semester of their Theology class. Detailed information and updated opportunities will be posted to their Google Classroom site.

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

**Online Calendar:** While we make every effort to ensure the accuracy of the printed calendar, changes inevitably occur during the course of the school 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.jesuihighschool.org](http://www.jesuihighschool.org), scroll to the bottom of the Home page, and click on the link entitled “Calendar.”

# 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.jesuihighschool.org](http://www.jesuihighschool.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 uploaded to Final Forms.

**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. Also please note, valid physicals are required for athletes participating in school sponsored sports during the summer; football and cross country (includes freshmen participation) and basketball and baseball (includes 10th-12th grade participation).

**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 Jamie Ralph ([jamie.ralph@jesuihighschool.org](mailto:jamie.ralph@jesuihighschool.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.jesuihighschool.org](http://www.jesuihighschool.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.

**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.

Please visit [www.jesuihighschool.org/contact-us](http://www.jesuihighschool.org/contact-us) for information about attendance related concerns.

## 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 my son join a club?*** Students will showcase the many clubs available on campus during Club Day in early September during Community Period. Please check the calendar for the specific date. After that date, the updated list of clubs can be found at [www.jesuithighschool.org](http://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 complete the application found at [www.jesuithighschool.org/clubs](http://www.jesuithighschool.org/clubs). Specific questions should be directed to Peter Ferrari, 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](http://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.

**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 after school 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 and **JUG that is not complete on the day assigned or on the next school day will result in additional, more serious disciplinary consequences such as additional days of JUG or suspension from school.**

## 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](http://www.jesuithighschool.org/school-directory).

## Attendance Line

Academics Office  
Advancement  
Alumni  
Athletics  
Business Office / MySchoolBucks  
Campus Ministry / Office of Service and Justice  
Counseling Office  
Dean’s Office  
President’s Office  
Principal’s Office  
Registrar  
Student Activities  
VIP Program

### ACADEMIC DEPARTMENT CHAIRS:

English  
Mathematics  
Physical Education  
Science  
Social Sciences  
Theology  
Visual & Performing Arts  
World Languages

## 916-480-2135

Margie Wagner – x220  
Megan Chaney – x340  
Christopher Marshall ‘03 – x260  
Robin Cummings – x223  
Jessica Billigmeier – x216  
Jessica Fuentes – x277  
Sara Alvarez – x334  
Mary Harrison – x226  
Jennifer Carlino – x211  
Meghan Blee – x222  
Debbie Case – x227  
Peter Ferrari – x264  
Kim Kalmbach – x336

Jennifer Borasi  
Judi Brown  
Hank Weinberger  
Emily Weinberger  
Paul Rose  
Patrick Brabec  
Leah Heine  
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, hats, and hooded sweatshirts are not allowed for the entire school day on all “dress attire” days. Schoolwide dress attire days are noted in the school calendar.

***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 disciplinary consequences. .

**Jesuit High School has a 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) or pay cash for his Cafe items. The cash option is less desirable, as it increases the transaction time and slows down the lines.

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

You may add funds to your son’s account by visiting [MySchoolBucks.com](http://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). The site also allows you to personalize recurring payments and to view the items your son purchases. 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 can email Jessica Billigmeier at [Jessica.Billigmeier@jesuithighschool.org](mailto:Jessica.Billigmeier@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 student’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, the school’s policy for meetings is as follows:

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.

Please refer to the “Chain of Care” section of the Student Parent Handbook for information.