



2023-2024

# new family guide

FAITH | HONESTY | LOYALTY | RESPECT



*Welcome!*

It's a GREAT Day to Be A Viking!



# OUR MISSION

St. Anne-Pacelli Catholic School forms knowledgeable, faithful and responsible Catholic citizens who compassionately serve others.

St. Anne-Pacelli Catholic School is named for St. Anne, the mother of Mary, and Pope Pius XII, Eugenio Pacelli. Our history stretches back to 1868. We are the only Preschool (age 1)-12th grade Catholic school serving southwestern Georgia.

Cognia accredits St. Anne-Pacelli. Our school is also a member of the National Catholic Education Association, the Georgia Independent Athletic Association and is administered within the framework of the Catholic Diocese of Savannah and operated by St. Anne Catholic Church.

We hope you find this guide to be a handy resource. We are excited you are a part of our Viking family and look forward to getting to know you!

Our office is open Monday-Friday, from 7:30 a.m. until 4 p.m. when school is in session. Summer office hours are Monday-Thursday, from 9 a.m. until 2 p.m.



2020 KAY CIRCLE  
COLUMBUS, GA 31907



706-561-8232



[WWW.BEAVIKING.COM](http://WWW.BEAVIKING.COM)





# ADMINISTRATORS



Ronie Collins  
President



Carolyn Brewster  
High School Principal



Heather Dalelio  
Lower School Principal



Lance Henderson  
Lower School Assistant Principal



Katie Earnest  
High School Assistant Principal

# OFFICE STAFF



Jennifer Arceneaux  
Main Office  
Administrative Assistant



Shawntrel Seidel  
Main Office  
Receptionist/Clerk



Janet Mendez  
High School Office  
Guidance Secretary



# HANDBOOK

We ask that you please take some time to read and review our school's handbook with your child(ren). The handbook for a new school year is typically posted by the end of June. To access the handbook:

- Visit [BeAViking.com/powerschool](https://BeAViking.com/powerschool)
- Log in to your PowerSchool Parent Account
- The handbook is housed in PowerSchool's School Bulletin section and posted for the coming school year in late-June
- For questions about PowerSchool parent log-in credentials, please email Director of Information Technology Russ Lenig: [rlenig@sasphs.net](mailto:rlenig@sasphs.net)

Our school handbook covers many important topics, from arrival and dismissal procedures, to detailed guidelines for uniforms, shoes, accessories and grooming. Many families instantly feel more at ease after reading our handbook and familiarizing themselves with school procedures, policies and rules. Please take time to read the school handbook with your family!





# Stay Connected!

There are so many ways to stay connected with St. Anne-Pacelli Catholic School! Please take advantage of these opportunities to stay in the know:

## School Website

Visit [BeAViking.com](http://BeAViking.com) to learn about St. Anne-Pacelli!

## School Calendar

Bookmark [BeAViking.com/calendar](http://BeAViking.com/calendar) on your desktop computer and smartphone. It's a one-stop information shop for what's happening at St. Anne-Pacelli!

## School Mobile App

Download our school's free mobile app today at [ParishSolutionsCo.com/sapcs](http://ParishSolutionsCo.com/sapcs). The app is packed with information about our school, including directories, lunch menus, and more.

## E-newsletters

*Viking Notes* is our week-ahead-at-a-glance e-newsletter that will be delivered to your inbox every Friday afternoon when school is in session. Accomplishments in the classroom, on the field and in The Land (our gym) will be highlighted in our *Viking V* e-newsletter for parents of high school students twice a month; monthly in *Middle Minute* for parents of 6th-8th graders; and monthly for Preschool-5th grade parents in *Lower School Scoop*.

## PowerSchool Mobile

The PowerSchool Mobile App provides convenient access to real-time student information like grades, assignments, and attendance. To download and use the app:

1. Log in to your PowerSchool parent account.
2. Once you have logged in to PowerSchool, look for the links at the bottom left of your screen to download the app from the App Store or Google Play.
3. You will need our District Code when setting up the app; it is BSBN.
4. Once downloaded, make sure you turn on notifications in the app's Account tab so you will receive real time updates about your student's attendance and grades.

For questions about PowerSchool parent log-in credentials, please email Director of Information Technology Russ Lenig: [rlenig@sasphs.net](mailto:rlenig@sasphs.net).

## SMS Text Alerts

With our SchoolMessenger service, you can receive text message reminders as well as safety alerts. New families will receive an opt-in text once final verification is complete and our SchoolMessenger system is updated with parents' cell phone numbers. Be sure to reply YES to the opt-in message you receive so you can get text message reminders from our school.



# SCHOOL UNIFORMS

Students in PK4-12th grades are required to wear uniforms. Please refer to [BeAViking.com/uniforms](http://BeAViking.com/uniforms) for uniform styles and directions on how to shop for school uniforms as well as details about acceptable footwear. Students in Pre-K4 - 5th grade do not change for PE. Beginning in 6th grade, students need to bring athletic shorts, a t-shirt and tennis shoes for PE (there is no specific PE uniform). Every Friday is a Spirit Day! On Spirit Days, students may wear official school Spiritwear tops affiliated with school events, athletics, clubs, and activities, to include tops purchased from the Vikings Booster Club Spiritwear Shop found online at [BeAViking.com/spiritwear](http://BeAViking.com/spiritwear). Spiritwear tops must be worn with uniform bottoms or blue jeans.



A Used Uniform Closet is organized by our wonderful Home & School Association and is available to all families. Volunteers conduct sales of gently-used uniforms several times each year.

Donations may be dropped off at our main school office. For more details, email Used Uniform Closet Coordinator Erin Bouthillier at [erinb@bellsouth.net](mailto:erinb@bellsouth.net).

# BE A VIKING VOLUNTEER!

At St. Anne-Pacelli Catholic School there are many ways for parents to get involved! Most of these opportunities come from one or both of our two main volunteer organizations: Home & School Association and Vikings Booster Club. To learn more about these organizations and volunteer opportunities, please visit [BeAViking.com/volunteer-opportunities](http://BeAViking.com/volunteer-opportunities).

VIRTUS training outlines appropriate behavior when dealing with children, and is for the protection of both the adult volunteer and our students. VIRTUS training is required for all people who wish to volunteer at St. Anne-Pacelli Catholic School. To register for an upcoming VIRTUS training course, please visit [BeAViking.com/virtus-training](http://BeAViking.com/virtus-training).

All parents are asked to log their volunteer hours using an electronic form found online at [BeAViking.com/volunteer-opportunities](http://BeAViking.com/volunteer-opportunities). We love our Viking volunteers and want to be sure you are thanked for your service to our school! For more information about volunteering, please email Volunteer Director Shannon Sorrell: [ssorrell@sasphs.net](mailto:ssorrell@sasphs.net).



# Carpool

Detailed information and maps regarding arrival and dismissal procedures can be found in the student handbook and will be communicated via email the week before school begins. Please note that at "Meet the Teacher" (the Friday before the first day of school) each new PreK3-8th grade family will receive a carline tag stating your child's carline number to be displayed in your front window for carpool dismissal. Additional car tags may be purchased online [here](#).

It is helpful to note that if you have multiple children or are carpooling, the oldest child always goes to the youngest child's carpool pick-up location. All PK3-8th grade parents will be using our digital platform for dismissal procedures called PikMyKid. This program allows you to notify the school of pickup changes or authorize other family members to pick up students from school and manage carpool with other parents at school.

# Mass

Parents are welcome to attend our school Masses or watch them on Viking Live - [BeAViking.com/viking-live](https://BeAViking.com/viking-live). Students in Kindergarten-5th grade attend Mass every Thursday at 9:30 a.m. at St. Anne Church. Middle and high school students celebrate Mass every other Tuesday at 9:30 a.m. at St. Anne Church. Mass times are listed on our school's online calendar, [BeAViking.com/calendar](https://BeAViking.com/calendar), or via our school's mobile app.

*Where do I meet my child for Mass?*

You can go straight to St. Anne Church to meet your student.

*Do I sit with my student and his/her class?*

You are welcome to sit with your student during Mass!

Students must wear Church uniforms to all Masses.

## *Safety Is Our #1 Concern*

Safety is a top priority at St. Anne-Pacelli! We use the RaptorWare® system to screen campus visitors. This visitor management system searches sex offender databases in all 50 states. Raptor also screens for custom alerts designated by St. Anne-Pacelli Catholic School, such as restraining orders and custody issues.

### **Visitor Policies**

1. Raptor sign-in will be required during school days, 7:30 a.m.-3 p.m., and other days and times as determined by the school.
2. All visitors must wear a visitor's badge while on campus.
3. All visitors who desire campus access for the first time must present valid government-issued identification, limited to the following ID types: Driver's License; State-Issued ID; U.S. Military ID; U.S. Passport; or Permanent Resident Card.
4. The receptionist will scan the visitor's identification and issue a badge with the visitor's destination, assuming there is no alert indicated on the database.
5. The visitor will return to the main office to check out and return the visitor's badge before departing.





# School Resource Officer

In an effort to create a superior security network for the safety of our students and staff, we have a full-time School Resource Officer (SRO). Officer Val Braddock's duties include enhancing our safe learning environment, assisting administrators in emergency crisis planning and building matters, and training school personnel in mandated drills. Officer Braddock is armed and has the power to arrest and enforce the law; however, he is not a school administrator and, thus, won't enforce school policy. "My interest in law enforcement spurred from my passion in protecting people and their interests," said Officer Braddock. "I have learned through my many travels and occupations, security should be at the forefront of everything that we do in our everyday life."

## Lunch

Established in 1990, SAGE is the leading food service provider for independent schools and colleges throughout North America. Tuition rates for Pre-K4 through 12th graders include daily, customized, delicious, dietitian approved, all you can eat lunches, cooked from scratch using fresh, locally sourced ingredients. Our on-site chef and team will prepare healthy options for our students to select from each day.

All SAGE team members have extensive training in foodservice protocols and food allergy awareness.

Daily lunch menus will be accessible via [BeAViking.com/menus](https://BeAViking.com/menus) and will be posted on our school app, as well. SAGE also has its own app, "A Touch of SAGE," available in the App Store for iPhones or on Google Play for Android devices.

Preschool and Pre-K3 students are required to bring a lunch from home each school day.



# Before & After School Care

St. Anne-Pacelli Catholic School's Extended Day Enrichment Program is open to students in PK3-8th grades. Early morning drop-off begins at 7:30 a.m. for no charge. After each day's school dismissal, the program is open until 6 p.m. Extended Day pickup is at Kay Circle.

The Extended Day Enrichment Program's daily schedule includes: snacks; homework time; indoor activities; and recess.

## Extended Day Enrichment Program Rates

Registration Fee: \$40 per family

Monthly Charge: \$165 per student\*

Daily Drop-In Charge: \$17 per student

*Note: Drop-in is only allotted 4 times a month. The daily fee is \$17 for days 1-4. Any student exceeding four days will be charged \$97 for day 5 and an additional \$17 for days 6-31.*

\*Sibling discounts for monthly attendees: \$25 monthly discount for 2nd student and each additional student. Discount will not apply to the month of December. Questions? Email Extended Day Director Maggi Horton: [mhorton@sasphs.net](mailto:mhorton@sasphs.net).

# Extracurricular Activities

St. Anne-Pacelli students are encouraged to participate in extracurricular and co-curricular activities to enhance their school experience. Club meetings and activities take place before or after school or at lunch and are moderated by faculty members. Eligibility to participate varies depending on the activity. In addition to clubs and activities sponsored by the school, St. Anne-Pacelli students take part in various academic, service and leadership programs and competitions sponsored by community organizations. Find a list of Lower School extracurricular activities online at [BeAViking.com/extracurricular-activities](http://BeAViking.com/extracurricular-activities); high school extracurriculars can be found at [BeAViking.com/extra--and-co-curricular-activities](http://BeAViking.com/extra--and-co-curricular-activities).





# VIKING ATHLETICS



Physical development is part of the mission of St. Anne-Pacelli Catholic School, and we are proud of our strong athletic program! Students are encouraged to participate and have an opportunity to play a sport in every season of the academic year. At the varsity level, St. Anne-Pacelli competes as a member of the Georgia Independent Athletic Association (GIAA). Parents will be notified about interest meetings for various sports via email. Students who participate in a sport must have an athletic physical on file with the school. Find more info online at [BeAViking.com/athletics](http://BeAViking.com/athletics), or email questions about our athletic program to Athletic Director Corry Black at [cblack@sasphs.net](mailto:cblack@sasphs.net).

## *Sports Teams*

- Baseball: grades 6-12
- Basketball: grades 6-12\*
- Cheerleading: grades 6-12
- Cross Country: grades 5-12\*
- Dance: grades 6-12
- eSports: grades 9-12\*
- Flag Football: Grades 9-12
- Football: grades 6-12
- Golf: grades 5-12\*
- Soccer: grades 6-12\*
- Swimming: grades 6-12\*
- Tennis: grades 3-12\*
- Track and Field: grades 8-12\*
- Volleyball: grades 6-12
- Wrestling: grades 6-12\*

*\*Boys' and girls' can participate*

# Tuition Payments

All billing is streamlined and processed through FACTS Tuition, including pay in full. Payment options are Pay In Full (by June 30, 2023) and Monthly. If you sign up for the Pay In Full option, FACTS will calculate the 4% discount for you and the FACTS annual fee will be waived. Monthly payments are processed from June (ahead of the academic year) through May (end of academic year). This will allow payments to process over 12 months.

After your student has applied, been accepted and is registered, you should register in FACTS, log in and set up 2023-2024 payment plans using the following link: <https://online.factsmgt.com/signin/3CDWI>. Please note that FACTS charges an \$50 annual account registration fee. If you elect to pay your tuition in full, that fee will be waived.

Registration in FACTS is the only option to receive a tuition invoice. In addition, FACTS will process Preschool and Extended Day under the same payment option you choose for Tuition. Sports fees and testing fee invoices will also be processed in FACTS; however, they will be done as they occur.

For a student to begin school in August, tuition must be paid in full or June and July tuition payments must be received.

# OVER-THE-SUMMER TO-DOS



## Final Verification

All families will be emailed instructions for verification. This process, which collects medical & emergency information, must be completed before a student can start school.



## Summer Homework

Upcoming Pre-K4-12th grade students are required to complete summer homework. Return completed work on the first day of school - Monday, August 7, 2023 - or on the date specified within each homework assignment. Summer homework assignments will be posted online by the beginning of June at [BeAViking.com/summer-homework](https://www.BeAViking.com/summer-homework).



## School Supplies

For the 2023-2024 school year, all school supplies, with the exception of Chromebooks for 5th-12th graders and graphing calculators required for some high school Math classes, will be provided to Kindergarten-12th grade students via funding from Emergency Assistance to Non-Public Schools funding via federal COVID-19 relief grants.



## Records

Be sure to turn in your student's Certificate of Immunization (Form #3231) and Eye, Ear and Dental certificate (Form #3300 EED). To be enrolled, all certificates of immunization must be marked "Complete for Attendance" OR have a future expiration date. We must also have copies of each student's birth certificate and social security card on file. Catholic students must also provide copies of all sacrament certificates. Questions? Email Receptionist/Clerk Shawntrel Seidel: [sseidel@sasphs.net](mailto:sseidel@sasphs.net).



## Report Cards and Transcripts for New High School Students

By June 10th, incoming high school students need to request a copy of their final report card (9th graders) and transcript (10-12th graders) be emailed to High School Guidance Secretary Janet Mendez at [jmendez@sasphs.net](mailto:jmendez@sasphs.net) or faxed to 706-561-3243.



## Back-to-School Notes

The first day of the 2023-2024 school year is Monday, August 7th and will be a full school day (8 a.m.-3 p.m.). For more information about orientations and Meet the Teacher, please visit [www.BeAViking.com/back-to-school](https://www.BeAViking.com/back-to-school).





## *Advancing Our School*

We have a long history of academic excellence at St. Anne-Pacelli Catholic School. Recent athletic achievements, fine arts merit, and the additions of a variety of clubs and organizations continue to shine a spotlight on our school. For these reasons and many more, we think an investment in St. Anne-Pacelli is a wise decision! As tuition covers only 84% of the cost to educate a student, each year we ask for support from current families, alumni, Grand Vikings (grandparents), parishioners, and community members to support our school through campus-wide fundraising initiatives. Listed below are the main areas in which we will seek your support this year.

- **The P Fund (Annual Fund – Unrestricted Gifts)**
- **GRACE Scholars, Adopt-A-Viking, and IPTID (Tuition Assistance)**
- **Scholarship Funds (Various for Pre-K4 – graduating Seniors)**
- **Special Events**

We ask you to prayerfully consider at what level you can contribute to the continued growth of our Viking family. No gift is too great nor too small, and we strive for 100% of our school families to give in some capacity. Your investment equips our school with the ability to provide a campus where your children grow in wisdom and grace. Thank you!

***How will I be made aware of my student's homeroom teacher or class schedule?***

Lower School students in PK3 through 5th grades will receive emails from their homeroom teachers by mid-July. Middle School students will receive their schedules during orientations, planned for early-August. Prior to summer break, parents of high school students will be emailed a list of their students' courses for the upcoming school year. The courses listed in the email will serve as a guide when completing summer homework assignments, found online at [BeAViking.com/summer-homework](http://BeAViking.com/summer-homework).



***What if my child leaves a book/supplies in school after dismissal?***

If a child remembers prior to the front office closing, he/she may ask to retrieve the item and will ONLY be allowed to do so if accompanied by school personnel. Please do not simply ask your child to "run back"—children may not roam the halls unattended.

***For birthdays, what is an acceptable treat to send in for my child's class?***

Birthdays are so special! If parents wish to honor a child, a treat may be sent that can be given to the entire class during recess or lunch. We encourage healthy treats when possible. No candles are allowed. SAGE Dining Services offers treats to be purchased and delivered to the child, as well. An alternate suggestion is to donate a book to the classroom or school library in honor of the child's special day. Parents are discouraged from sending gifts, flowers or balloons to the school during the school day. In grades PK3 through 5, teachers will communicate how birthdays will be celebrated in each homeroom. Students may hand out party invitations at school as long as every student in the homeroom class is invited. If the party is for a girl and only girls are invited then all the girls from the homeroom must be invited for the invitations to be passed out at school (same goes for boys'-only parties). If not everyone is invited to the party then invitations must be sent via the mail, email, etc. but may not be done at school.

***What is the rain dismissal policy?***

If it is raining only, we will have normal dismissal. If there is lightning, dismissal will be delayed until deemed safe. Parents will be notified of any dismissal delays via our SchoolMessenger phone/text/email message notification system. We follow the Muscogee County School District's decisions when it comes to weather-related delays and closures.

***If my child is sick, who should I notify and how?***

When a student is absent due to illness, upon returning to school a note from the parent must accompany the student. Failure to provide a written excuse will be documented as an unexcused absence. If a student is absent for three consecutive days, a doctor's note must accompany the student upon return to school.

***Are there guidelines for backpacks?***

Rolling backpacks are not allowed.



***If I have to take my child out of school early for an appointment, who should I notify?***

Leaving school early for any reason is highly discouraged during the school day. Each time a student leaves early he/she misses valuable instruction and interrupts instruction for other students. If a student must be checked out before 12:30 p.m., he/she is considered absent for that day. Likewise, if he/she arrives after 10:30 a.m., he/she is counted absent for that day (OCGA 20.2.690 (6) (3) requires 4.5 hrs. per day). Five early departures equal one absence. **In order for the main office staff and teachers to focus on getting each student home safely, students may not check out after 2 p.m.**



Students may only be signed out from the main school office by a parent, legal guardian, or with a signed note from the student's parent or guardian. Phone calls are discouraged and acceptable only in emergency situations. Please make dismissal arrangements in advance so that we may protect both the safety of your child and time on task.

Students who are absent from school or are checked out early may not participate in a practice or a game on the day of the absence.

***What if my child takes a daily medication or I want to have as-needed medication during a particular time period?***

Students who must have medications at school or at any school-sponsored activity shall file a form with the school signed by the prescribing physician and parents or guardians. Medication forms can be found online at [BeAViking.com/back-to-school](http://BeAViking.com/back-to-school).

Medication must be sent to the school in the original packaged bottle, clearly marked and identified with student name and dosage. Medication must be kept secured in the school office or health room, and dispensed only from and in the school office or health room by a responsible adult.

A record of all medication dispensed is maintained in the school office. This record will include the signature of the student or office/health room personnel.

Inhalers and/or Epi-pens, in their prescribed containers, are permitted to be carried by students on their person. Non-Emergency injections shall only be administered by appropriately licensed persons unless the Parent and physician of the child sign a written authorization for the child to self-administer the injection.

The St. Anne-Pacelli staff is prohibited from providing or administering any medication, including aspirin, to any student except as authorized and supplied by the parent/guardian in accordance with the guidelines outlined in our school handbook.

***In an emergency situation, how will the school communicate with parents?***

The school will contact parents in three ways: a phone call, email and text. It is imperative that you have working email addresses in PowerSchool as well as correct home and mobile phone numbers. In order to update your contact information, please email Director of Information Technology Russ Lenig: [rlenig@sasphs.net](mailto:rlenig@sasphs.net).



***What if I have a change of carpool plans during the day or I am running late for pick up?***

All PK3-8th grade parents will use our digital platform for dismissal procedures called PikMyKid. This program allows you to notify the school of pickup changes or authorize other family members to pick up students from school and manage carpool with other parents at school.

***What if I am running late, where do my children go?***

At 3:15 p.m., students in grades PK3 through 8 who are not picked up will be taken to our Extended Day Enrichment Program. They will be well taken care of by our staff. Daily fees will be assessed. Students will be given a snack during Extended Day.

***What if my high school class lists a due date for summer homework, but I registered right at or after this date?***

Though many of the high school summer homework deadlines are the first day of school, some of the upper level courses have earlier dates to pace the students. Those deadlines listed are for current students or students who registered prior to the start of the summer, and are not meant to hinder those students who are just joining our Viking family. Our teachers are understanding of students who enroll in our school throughout the summer and these deadlines will not count against them. We recommend a student in this situation contact the teacher in question via email to communicate their situation and work out an appropriate deadline with the teacher.

## *Important Points of Contact*

Billing - Ext. 308/[ksnodgrass@sasphs.net](mailto:ksnodgrass@sasphs.net)  
High School Office - Ext. 336/[jmendez@sasphs.net](mailto:jmendez@sasphs.net)  
Athletics - [cblack@sasphs.net](mailto:cblack@sasphs.net)  
Extended Day - [mhorton@sasphs.net](mailto:mhorton@sasphs.net)  
SAGE Dining Services - [sagedining@sasphs.net](mailto:sagedining@sasphs.net)





# Campus Map



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Columbus, GA 31907  
706-561-8232  
BeAViking.com

