

# Parent - Student Handbook

## Academic Year 2023-24



### Our Principles

Our Lady of Walsingham Academy embraces and lives the teachings of the Natural Law which is known by right reason and clarified by the Magisterium of the Catholic Church. Our admissions, employment and operational policies are grounded in the Social Doctrine of the Catholic Church which promotes the dignity of all persons created in the image and likeness of God.

The Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

7:45 a.m. M-F - Holy Mass at Corpus Christi Catholic Church



2410 North Cascade Avenue  
Colorado Springs, CO 80907  
School Phone: 719.368-9131  
School Email: [info@olwclassical.org](mailto:info@olwclassical.org)  
School Office Hours: 8:30 a.m. - 3:10 p.m.

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# I. Our Mission and Philosophy of Education

*The goal of education at the Our Lady of Walsingham Academy is to produce "the true Christian...the supernatural man who thinks, judges and acts constantly and consistently in accordance with right reason illumined by the supernatural light of the example and teaching of Christ."<sup>1</sup>*

Our Lady of Walsingham Academy has as its mission nothing less than the formation of a liberally educated Catholic lady or gentleman. Broadly stated, OLWA aims to produce graduates who, having been formed by Catholic western civilization, then become bearers and guardians of that civilization. In more specific terms, OLWA aims to prepare its students not only for successful performance in excellent colleges, but to prepare students who will be a “leaven” in the world. Most importantly OLWA seeks to form students who will become lifelong learners in a joyful pursuit of the Truth who is Christ.

Aside from regular instruction in Theology from The Catechism of The Catholic Church (as well as from Fathers and Doctors of the Church and excellent Catholic Authors), OLWA students receive an education that proceeds from an integration of faith and reason. There is no academic subject that is able to be taught divorced from the teachings of the faith or split off from the mind of the Church. The school holds fast to the principle that all the sciences, philosophical disciplines, and arts are ultimately handmaidens to Theology. Ultimately, to form students who are able to live, defend, and grow in the faith, demands that they study all subjects grounded in the habit of scientific and philosophical thinking that is most properly the mind of the Catholic.

One of our most influential intellectual mentors, St. John Henry Newman, said,

“This process of training, by which the intellect, instead of being formed or sacrificed to some particular or accidental purpose, some specific trade or profession, or study or science, is disciplined for its own sake, for the perception of its own proper object, and for its own highest culture, is called Liberal Education...”

The value of a genuine Catholic liberal education is seen in the interior beauty of those who have devoted a relatively small part of their lives to the formation of their souls in beauty, goodness, and truth. No matter how few there are who undertake such a pursuit, they are the leaven that the world needs.

We are called as faithful Christians to build a Culture of Life, which means going against modern trends and fashions in very many ways, especially in our approach to learning. As G.K. Chesterton said, "A dead thing goes with the stream; only a living thing can go against it."

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<sup>1</sup> Pope Pius XI, *Divini Illius Magistri*, *On Christian Education*. Paragraph 96. [https://www.vatican.va/content/pius-xi/en/encyclicals/documents/hf\\_p-xi\\_enc\\_31121929\\_divini-illius-magistri.html](https://www.vatican.va/content/pius-xi/en/encyclicals/documents/hf_p-xi_enc_31121929_divini-illius-magistri.html)

## II. Our Catholic Identity

According to the Sacred Congregation for Catholic Education, “In a Catholic school, everyone should be aware of the living presence of Jesus the ‘Master,’ who, today as always, is with us in our journey through life as the one genuine ‘Teacher’, the perfect man in whom all human values find their fullest perfection”. Therefore, directly before each school day at OLWA the celebration of the Holy Sacrifice of the Mass is offered and available to every student so that every student and faculty member has the opportunity to begin the day with the Teacher in order to learn from Him and, with the grace given through the Eucharist, model their lives after Him.

In forming liberally educated Catholic ladies and gentlemen, OLWA prepares its students to live ennobled lives of service and witness to the truth of Jesus Christ in this world. Additionally, OLWA prepares its students to be citizens of the next world

Catholic liberal education is the only education that is aimed towards development of the whole person. Catholic liberal education alone promotes the dignity of all human life, precisely because it is only through a Catholic liberal education that the dignity and end of human life is known. It is through Catholic liberal education that we are able to know what man is, what his end is, how to obtain that end, and even a great deal about his end: God. Catholic liberal education assumes both the light of reason and the light of faith in coming to know the truth. As St John Paul II said so beautifully,

Faith and reason are like two wings on which the human spirit rises to the contemplation of truth; and God has placed in the human heart a desire to know the truth—in a word, to know himself—so that, by knowing and loving God, men and women may also come to the fullness of truth about themselves.<sup>2</sup>

All authentic education is Catholic education. Every art, every science, every intellectual discipline is ultimately a means by which the human mind is disposed towards the vision of God, for as St. Paul says in his letter to the Romans,

For the invisible things of him, from the creation of the world, are clearly seen, being understood by the things that are made; his eternal power also, and divinity.

## III. Basic Expectations

### A. SCHOOL HOURS AND DAILY SCHEDULE.

Students daily report to Corpus Christi Catholic Church, 2318 North Cascade Avenue, Colorado Springs, CO. The church is open by 7:00 a.m. and Mass begins at 7:45. After Holy Mass, students walk across E. Jackson St. to the Our Lady of Walsingham Academy school building. Classes begin at 8:30 a.m. and are dismissed at 3:10 p.m. This schedule is subject to change as required. Students and parents will be informed as the need occurs.

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<sup>2</sup> Encyclical Letter, *Fides et Ratio*, John Paul II, [https://www.vatican.va/content/john-paul-ii/en/encyclicals/documents/hf\\_jp-ii\\_enc\\_14091998\\_fides-et-ratio.html](https://www.vatican.va/content/john-paul-ii/en/encyclicals/documents/hf_jp-ii_enc_14091998_fides-et-ratio.html)



The schedule\* is as follows:

7:45 AM Holy Mass (Corpus Christi Catholic Church)

8:30-8:40 Assembly

8:40-9:30 Period 1

9:30-10:20 Period 2

10:20-10:30 Break

10:30-11:20 Period 3

11:20- 12:10 Period 4

12:10-1:00 Lunch

1:00-1:45 Period 5

1:45-2:30 Period 6

2:30-3:10 Period 7

\* Families can expect variations to this schedule for feast days and special events.

## B. TARDIES AND ABSENCES.

All absences or tardies must be reported before 7:45 a.m. by calling 719-368-9131 or by emailing one or all (in order to make certain someone has received the message) of the following faculty/staff members at the school: Kathy Bull at [kbull@olwclassical.org](mailto:kbull@olwclassical.org), Carmela Gibson at [cgibson@olwclassical.org](mailto:cgibson@olwclassical.org), the Headmaster at [headmaster@olwclassical.org](mailto:headmaster@olwclassical.org).

When students arrive late, they must report to the office and sign in. Mass begins at 7:45 a.m. and the school day begins 8:30 a.m.

When absences occur, a student is expected to make up any work missed. It is the responsibility of the student to contact fellow classmates to obtain missed classwork.

In-class participation, an integral part of our education, cannot be made up, and absences may adversely affect grades.

**C. HOLY MASS PARTICIPATION.** Although not part of the academic curriculum as such, Holy Mass is nonetheless a privilege to have available for faculty and students. Please refer to Appendix A for Holy Mass guidelines and expectations.

**D. AFTER SCHOOL POLICY.** After school is dismissed, students are permitted to turn on their cell phones for essential communication purposes only. Listening to music, watching videos, using social media or other entertainment apps/sites are prohibited while on school property.

Students who participate in extracurricular clubs that require a change of clothes should use the bathrooms to change. All other students should stay in their uniform, properly worn, while on campus.

Students may wait outside or in the hallways after school until 3:30 p.m. Special permission must be requested and granted for students to remain at the school after 3:30 p.m.

**E. ADDITIONAL REQUIRED EVENTS.** From time to time, students are required to attend events off campus and/or outside of school hours. (Please see official calendar for details.)

If you have a serious conflict with any of the required events, please notify the school immediately.

**F. TRANSPORTATION.** OLWA will assist families insofar as possible in setting up carpools. The school may also rely on parents from time to time to assist the faculty in transporting students. Drivers must be properly insured.

**G. STUDENT PARKING.** Students must park in the designated parking areas on the Corpus Christi campus.

**H. BUILDING COMMUNITY.** The Catholic educational community by its very nature is a social community. We are created to delight in friendships with people of varying personalities, interests, and backgrounds. And while it is natural that we are drawn towards those who share our common interests, we at OLWA work toward growth in actively building strong friendships with all members of the community. Therefore, relationships which exclude any members undermines this effort. Examples of exclusive relationships are couples and cliques. These types of relationships are discouraged by the Academy.

**I. UNIFORMS AND OUT OF UNIFORM ATTIRE.** Students are required to be completely in uniform while at church or on the OLWA campus during normal school hours. Modesty and professionalism are the primary guides in all matters of the required uniform. Students are expected to present themselves in a way that reflects their great dignity, the dignity of their vocation as students, and the seriousness of our collective task. Therefore, they will wear the Academy uniform in a modest and neat way, avoiding all manner of ostentation. Uniforms will be worn in the manner intended: shirts/blouses tucked in, tie knots at the collar, socks pulled up, shoes tied, etc. The uniforms must be clean and in good condition with no rips, holes, or stains.

OLWA requires all students to dress according to the school uniform code and out-of-uniform code (see Appendices B, C and D).

**J. MESSAGES AND TELEPHONE USE.** Students are not permitted to leave class to send or receive messages without permission. It is understood that all business will be handled through the school office. Messages from parents will be delivered to students as needed and in a timely fashion. Action will be taken in accordance with the importance of the message. A telephone is provided in the office for student use.

**K. ELECTRONIC DEVICES.** Personal electronic devices tend to isolate individuals from the people around them. Since OLWA works to build community among its members, we want to eliminate distractions of devices that undermine that goal. For this reason, students are not permitted to use personal communication or listening devices, nor have them on their persons while in church or on the OLWA campus. Apple watches must be checked in like other devices. No Kindles, etc. will be permitted. If a parent allows his child to bring a personal communication device to school, it must be turned off and turned into the school phone box at the start of school. After 3:00 p.m. or when leaving for the day, students may retrieve their cell phones. Students may then use the phones for essential communication, but students are not permitted to use personal electronic devices for social media, music, video streaming, or similar purposes.

This policy will be strictly enforced, and no warnings will be issued. Students violating this policy will have their device confiscated and it will only be released to a parent.



L. **LUNCH AND SNACKS.** Students must bring their own lunches to school where a designated area will be provided for eating. Students will be responsible for cleaning up after their lunch period. There is limited access to microwaves and no on-site refrigeration.

- Bringing food to or eating in the classrooms or hallways is not permitted.
- No gum chewing is permitted.
- If the teacher grants permission, students may bring water into class in modest-sized, resealable containers.

M. **STUDENT STORAGE.** The Academy will supply each student with student storage for use during the school year. This area remains at all times the property of the Academy, and faculty and staff may inspect the storage at any time. Students should not store valuables in this area nor should they assume any level of privacy. Misuse of storage may result in the privilege being revoked.

N. **SCHOOL CLOSINGS AND DELAYS.** Parents will be notified on all occasions when classes in the school building will be canceled or in the event of a two-hour delay. In the event of inclement weather, the school day will be determined by the headmaster or his representative. Official notice will be sent via email and website, and found on local radio stations by 6:00 a.m.

O. **FIELD TRIPS.** Where drivers are needed, the school will request volunteer drivers. The school will provide details to parents about timing, pickup, and drop off points and drivers. Only persons over 21 years of age may drive a carpool to Academy events.

P. **MEDICATIONS.** Prescription medications may not be stored in the student storage area. If a prescription medication needs to be taken during school hours, a parent must submit the appropriate forms along with the prescription medication in the original bottle. The medication will be securely stored and administered by OLWA staff unless special arrangements have been made. Students may keep over-the-counter medicine such as aspirin or ibuprofen in their lockers.

Q. **INJURIES AND ILLNESS.** Students who are ill must remain at home. In the absence of other direction from a doctor, students with fevers should be fever-free for 24 hours without medication to return to school. Injuries will be treated with basic first aid. More serious injuries will require parents to take students home or to the doctor. Emergencies will be addressed via 911. We will make every effort to contact families using the emergency contact information on file. If a family has students with particular medical needs, we ask to be notified upon enrollment.

R. **SOCIAL MEDIA.** The advent of various forms of social media has created potential difficulties for high school students. All students should be aware that the things they say on blogs, forums, Facebook, Instagram, Twitter, etc. reflect upon their charity and virtue as representatives of the school, whether on or off campus. No one should assume that remarks made via social media will remain private. Uncharitable, scandalous, or libelous remarks which harm the OLWA community may be subject to school discipline or even legal action.

S. **VISITOR POLICY.** OLWA is a closed campus and requires that all visitors, including family members, and friends to sign in at the front office. The school has limited access during the day as doors are locked except at the beginning and the end of the school day. Visitors should call to be admitted.

## IV. Mentorship and Discipline

**A. CODE OF CONDUCT.** Students of OLWA are asked to show respect for the truth they are learning, for those helping them to learn, for their fellow students, for the institution in which they are learning, and for themselves as children of God. This is the Academy's Code of Conduct, and since it is modeled upon the example of Christ, it should guide all members of the OLWA community whether on or off campus.

**B. MERITS AND DEMERITS.** The Houses of OLW foster Christian community amongst the students, staff, and faculty. The house system is a long and time-honored approach for creating smaller, integrated communities within a larger academic institution. Each house is led by a faculty member and house prefects. Each member of the house can score points (merits) for their house through acts of virtue, full engagement in the community of learners, and positive leadership and mentorship. Each house member may as well lose points (demerits) for their house through acts of irresponsibility. Students' merits and demerits will be recorded in their school information and communications system account. Repeated demerits will result in a meeting with the Headmaster.

**C. DETENTIONS.** A student may receive a detention for a more serious breach of the rules such as disrespect to faculty, staff, and peers, a major disruption in class or in the hallways, or a clear disregard for the ethos and rules of the academy. Detentions will also cost the student's house three house points.

**D. SUSPENSION.** An immediate suspension will follow from willful or repeated breach of the rules or policies of the school that is a significant disruption to the learning environment. Examples include, but are not limited to, showing disrespect to the staff, damaging school property, serious classroom disruptions and scandalous language. A student is ineligible for extracurricular activities while on suspension.

**E. EXPULSION.** At the discretion of the headmaster, expulsion may result instantly for any egregious offense that causes scandal or harm.

**F. APPEAL.** Any detention or demerit may be respectfully appealed to the Headmaster prior to a student serving it. Detentions or demerits will be presumed valid, and the student bears the burden of showing that it was given unfairly or in error.

**G. THEFT OR DAMAGE TO PROPERTY.** Any damage to the Academy's or another's property is strictly forbidden. Reimbursement will be required. Theft will be considered a serious breach of discipline and will result in suspension or expulsion.

**H. TOBACCO, DRUGS, ALCOHOL, OR WEAPONS.** Unauthorized possession or use of tobacco, e-cigarettes, drugs, alcohol, or weapons on school property or at any school event by students is strictly forbidden, even if legal. Violation of this or any state law regarding the same may result in immediate expulsion.

**I. MALICIOUS OR SCANDALOUS BEHAVIOR.** Behavior such as bullying, gossiping, ridicule, foul or scandalous language, and lying are contrary the educational mission of the Academy, and strike at the heart of the common good and human dignity due to all those made in the image of God. As serious offenses, they will be dealt with accordingly and may result in suspension or expulsion.

**J. THE AUTHORITY OF THE FACULTY.** Consonant with the principle of subsidiarity, each teacher has the liberty to set his or her own classroom expectations and the authority to use appropriate discipline. For infractions of a serious nature, the Headmaster shall be informed and will take appropriate action.

In addition to the aforementioned misconduct, any other misconduct that runs contrary to the mission of OLWA or the teachings of the Catholic Church is strictly forbidden. The final arbiter of discipline at the Academy is the Headmaster.

## V. Academic Expectations

OLWA strives to maintain an atmosphere of academic rigor and excellence by focusing students on the importance of their academic progress. We offer a core curriculum across the sciences and disciplines of the liberal and pre-liberal arts, fine arts and languages, and each student is expected to complete the full course work. Mid-term Progress reports, and end of semester grade cards will be sent out indicating students' performance academically. Additionally, parent teacher conferences will be held once a semester. Should a student be having serious academic difficulty, teachers are encouraged to communicate with parents frequently to develop a plan for remediation.

**A. ACADEMIC PROBATION / ELIGIBILITY.** Any student with an overall cumulative semester GPA of less than 2.0, or who is failing any class, may be placed on academic probation. Probation will result in a meeting of the student and parents with the Headmaster to discuss reasons for the deficiency, the best steps for remediation, and the consequences of continued academic deficiency. In addition, students on academic probation will be required to use any and all study periods during the week. At the time that the student is placed on academic probation, the student may become ineligible for extracurricular activities. The ineligibility will remain in effect until a subsequent progress report shows a GPA of at least 2.0 and no failing grades.

**B. ADVANCEMENT AND RETENTION.** Students will receive full credit for all classes completed with a cumulative percentage of 60% (D- or above). Credit for year-long courses will be given one semester at a time. It will be possible for students to pass one semester of a year-long course and fail another. Where a student fails one semester of a year-long course, the student will receive credit only for the semester that was passed. The failed semester will be considered a deficiency. The grade given in any one semester of a two-semester grade will not affect the grade of the other semester.

In the event of any failing grades, students may be asked to attend summer classes (when available) or make individual arrangements to demonstrate adequate academic progress in the failed courses. The adequacy of any individual arrangements will be determined by the Headmaster. In the event of promotion despite failing a course required for graduation, students will have to fulfill the goals of the Academy's graduation requirements before being granted a diploma or participating in the graduation ceremony (see section below on Graduation Requirements).

Students who fail a course during the school year may be subject to retention at the discretion of the Headmaster. A retained student will repeat the previous year's course work.

**C. GRADUATION REQUIREMENTS.** At OLWA students take the full complement of courses and must receive sixty credits or more to be eligible to graduate.

**D. ACADEMIC VIOLATIONS.** Cheating and plagiarism are grounds for academic and disciplinary action. Academic cheating is defined as representing someone else's work as your own. It can take many forms, including copying or sharing another's work, getting or purchasing a term paper or test questions in advance, collaborating with another student or students during an academic exercise without the consent of the instructor, asking or paying another to do the work for you, or getting the information from an unauthorized source (such as the internet, AI, or an expert in the subject). It is important to realize that anyone who aids another in cheating is a participant in the deception and will be treated in the same way as the one who benefits from their work.

Here are some examples of actions that fall under the category of "cheating:"

- Copying another student's work (with or without his knowledge) on a test, on a homework assignment, or on an in-class project or lab
- Copying, cutting, and pasting information from an electronic source

- Using any kind of notes during a quiz, test, or exam, unless specifically allowed by teacher
- Having a friend, sibling, or parent produce or complete any part of the assignment
- Copying the answers from the back of the book
- Inventing or counterfeiting sources

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment, regardless of how you acquired it. The following are considered to be forms of plagiarism when the source is not cited:

- Word-for-word copying of another person's ideas or words (even copying a three-word phrase can be considered plagiarism)
- Interspersing of one's own words here and there while, in essence, copying another's work
- Paraphrasing an author's original theory or idea without proper citation
- Re-submitting one's own previously written paper (or portion of it) for a different assignment (self-plagiarism)
- Employing an artificial intelligence program to draft a paper or assignment.

Given the challenging nature of the curriculum, parents and other family members will often find themselves offering assistance to students. However, parents are asked to be conscientious in the extent of help that they provide. It is essential to our goal of educating students that the work they submit for evaluation is entirely their own.

Students will receive a zero on any assignment where cheating or plagiarism is evident and will have a meeting with the Academic Dean or headmaster. Repeated incidents of cheating and plagiarism may lead to more serious disciplinary actions such as suspension. Serious academic violations may be communicated to colleges when this information is requested.

**E. ASSIGNMENTS.** Homework is just as important as class work. Here is where students work independently without the coaching and guidance of the teacher. Students should have a regular routine of time and place for homework. They should complete their own assignments, trying to develop independent study habits.

It is the practice of OLWA to be reasonable in the amount of homework assigned. An average student can expect roughly one to two hours of homework each evening. To ease the burden of homework, the Academy provides regular study periods throughout the week.

**F. ASSESSMENT.** Teachers will evaluate student work by letter, percentage, or comment. The Academy is on a semester system. At the completion of each semester, report cards are issued. The grade given each semester is a composite of weekly quizzes, tests, written and oral assignments, achievements in various forms, the results of quarterly examinations, and participation.

**G. CLASS RANKING.** OLWA does not produce class ranking.

## H. GRADING SYSTEM.

<u>Letter Grade</u>	<u>Percentage Correlation</u>	<u>GPA Point Equivalent</u>
A	93 and above	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.0
D-	60-62	.67
F	0-59	0

I. **PARENT-TEACHER CONFERENCES.** There will be mid-semester parent-teacher conferences. Additional meetings with parents are most welcome. Appointments should be made if possible.

J. **TEXTBOOKS.** Textbooks assigned are valuable school property and are loaned for the convenience of the students. Textbooks should be cared for and covered, with no highlighting or other permanent marks. Damaged or lost textbooks may result in the assessment of fines for their replacement. Textbooks are considered “damaged” if they are not suitable for re-issue to next year’s students in the judgment of the appropriate faculty member.

## VI. Miscellaneous

A. **EXTRACURRICULAR ACTIVITIES.** OLWA believes that the maturation and development of our students is enhanced and further cultivated by encouraging their creativity and talents. To that end, we wish to make available extracurricular activities that reflect our students’ interests. As OLWA strives to be a spiritual and giving community of families, parental assistance and involvement in this effort is essential.

Colorado High School Activities Association (CHSAA) rules regarding our students playing for Our Lady of Walsingham Academy sports teams (and other teams).

A child may play for any school other than the one he attends if his school does not provide the sport. There are two stipulations, however. His current school must be in that district, or he must live in that district.

1. One must keep in mind that if a student competed in a sport for one school and then moves to a different school, he must not compete for 365 days to prevent schools recruiting or families moving to more desirable teams. So, students playing for Our Lady of Walsingham Academy this year who do not live in the school’s District must sit out for a year before competing for another school. They can practice with the team, but not

compete. This only applies to high school students. So, an incoming freshman wouldn't have to sit out for a year if he played in middle school.

## B. TUITION PAYMENTS.

Tuition payments are due in full according to the Tuition Agreement payment plan signed by Parents/Guardians in TADS. Payments must be made through TADS and late payment fees will be charged according to the terms of the Tuition Agreement.

All tuition and fee payments are non-refundable subject to the withdraw and dismissal policy below. Absences and vacation days do not result in a tuition discount.

OLWA will charge a late fee of \$50 per week for delinquent tuition payments. If tuition is late for more than two weeks, OLWA may in its sole and complete discretion suspend the student until all tuition payments and late fees are current. If tuition is late for more than one month, the school may in its sole and complete discretion dismiss the student. Until financial obligations are satisfied, OLWA may withhold the student's academic records and diploma.

Withdrawal Policy: If a family withdraws a student during the first half of a semester, the family is responsible for one-half semester tuition. If the family withdraws a student during the second half of a semester, the family is responsible for the entire semester's tuition.

Dismissal Policy: If OLWA dismisses the student, dismissal does not relieve the family from any financial obligations.

Upon withdrawal or dismissal, all unpaid tuition, fees and other charges become immediately due and payable. Book and activity fees are non-refundable.

**C. FAMILY FUNDRAISING COMMITMENT.** The cost of education at the Academy is not fully covered by tuition. Therefore, the financial health of the Academy will depend on the success of fundraising activities. Fundraising is the shared responsibility of all registered families for the common good. We ask each family to meet a minimum fundraising goal of \$1,000. To this end, we ask the following of each family:

- Participate enthusiastically in the school's online "Giving Days"
- Support the annual Gala (Purchase a minimum of 6 tickets to the annual Gala - or invite guests who will purchase their own tickets, or obtain a sponsor to pay for a clergy member to attend)
- Parents: purchase, create, or solicit at least two silent auction items worth at least \$100 ea.
- Students: Solicit two gift certificates or program sponsors worth at least \$25 ea.

The online Giving Days and Gala fundraising expectations are in addition to standard volunteer commitments we ask all families to make throughout the year. These services are as valuable as they reduce our operational costs. While not all may be able to assist in the same way, all families will be asked to participate in these efforts.

**D. COLLEGE ADMISSIONS.** The Headmaster and faculty provide assistance with college preparation and college applications.

All transcript requests must be submitted in writing. Transcripts should be requested several weeks before the deadline. Official transcripts will not be released until all financial obligations are met.

Transcripts are ordinarily exchanged between institutions. Transcript requests should contain the contact information of the college to which the transcript is to be sent. (e.g. name of admissions officer, email/fax/online portal or physical address to which the transcript should be sent.)



E. 2023-24 ACADEMIC YEAR DATES. (These dates are subject to change. Parents and students will be notified of any changes.)

1st Semester: September 5, 2023 – December 15, 2023

2nd Semester: January 8, 2024 – May 25, 2024

F. SCHOOL INFORMATION.

**Location:** 2410 North Cascade Avenue, Colorado Springs CO 80907

**Phone:** (719) 368-9131

**Email:** [info@olwclassical.org](mailto:info@olwclassical.org)

**Website:** [www.olwclassical.org](http://www.olwclassical.org)

G. KEY CONTACTS.

HEADMASTER Mark Langley [headmaster@olwclassical.org](mailto:headmaster@olwclassical.org)

PRESIDENT Jacob Heal [jacob.heal@gmail.com](mailto:jacob.heal@gmail.com)

## H. SCHOOL PRAYER AND SONG

### Prayer for Our Lady of Walsingham Academy

Dear Heavenly Father,

We thank You for providing  
Our Lady of Walsingham Academy.

Help it to grow and flourish  
according to Your Holy Will.

We ask Your blessing upon  
the students and their families,  
the staff and teachers, the founders  
and benefactors, and all who help support  
the Academy with their  
time and talents.

May we all grow to love You more  
and spread the Gospel of Life to the world.

May all praise and thanksgiving be given  
to You through our efforts.

Jesus, I trust in You.  
Mary, cause of our joy, pray for us.

Amen.

### SALVE REGINA

Salve Regina, Mater Misericordiae  
Vita, dulcedo, et spes nostra salve.

Ad te clamamus, exsules, filii Hevae.  
Ad te suspiramus, gementes et flentes  
In hac lacrimarum valle.

Eia, ergo, advocata nostra,  
Illos tuos misericordes oculos

ad nos converte.

Et Iesum, benedictum fructum ventris tui,  
Nobis post hoc exsilium ostende.

O clemens! O pia!

O dulcis! Virgo Maria.

*- Translation -*

Hail, holy Queen, Mother of mercy:  
our life, our sweetness, and our hope.

To thee do we cry,

poor banished children of Eve.  
To thee do we send up our sighs,

Mourning and weeping in this valley of tears.  
Turn then, most gracious advocate,  
Thine eyes of mercy toward us.

And after this, our exile,

Show unto us the blessed fruit

of thy womb, Jesus.

O clement! O loving!

O sweet Virgin Mary!

# Appendix A: Introduction to the Roman Catholic Liturgy

Like any activity, the proper worship of God in the Roman Catholic liturgy requires that we know certain things in advance. Just as one cannot show up to algebra class without knowing how to count, one cannot fully participate in the liturgy without knowing some basic facts. Just as a person is imperfectly educated if he has not had instruction on the proper way to write, so too, is he imperfectly educated if he has no guidance on the proper worship of God.

What follows is a brief catechesis on Catholic liturgy, as well as guideline for Holy Mass participation and common prayers. All of the questions and answers below are taken from *The Catechism of the Catholic Church*, and all citations reference the paragraph numbers in that text.

## A BRIEF CATECHESIS

Who celebrates the liturgy of the Church?

The whole community of those who are united to Christ, both living and dead (1136, 1140). All those who are baptized therefore share in a “common priesthood” (1141). Not all members of the common priesthood have the same function in the liturgy, but some of its male members are called to act in the person of Christ for the service of the Church (1142).

What other functions can people perform in the liturgy? Servers, readers, commentators and members of the choir also exercise a genuine liturgical function (1143).

What is the liturgy comprised of? The liturgy is comprised of physical signs and symbols (1145). In particular, it is comprised of signs and symbols from creation (such as fire, smoke, water, candles), daily human life (eating, drinking and washing), and the history of salvation (the Passover meal) (1189).

Why is the liturgy comprised of physical signs and symbols? Because God, though he is invisible and spiritual (1159), speaks to human beings through the visible, physical world (1147). (God Himself became incarnate.)

What criteria should we use to determine if liturgical music is appropriate?

There are three criteria (1157):

1. It must be beautiful and expressive of prayer.
2. Some of the music must be sung by the whole assembly.
3. It must preserve the solemnity of the liturgy.

The Liturgy is also called “the Holy Sacrifice of the Mass”. Why is it a sacrifice? The Eucharist makes Christ’s sacrifice on the cross really, and not merely symbolically, present (1366, 1374).

What is the Eucharist? The Eucharist is a sacrament of the Church in which Christ is truly, really, and substantially present, as both God and man, under the appearances of bread and wine. (1374)

May anyone receive the Eucharist during communion? No. Ecclesial communities derived from the Reformation and separated from the Catholic Church, "have not preserved the proper reality of the Eucharistic mystery in its fullness, especially because of the absence of the sacrament of Holy Orders." It is for this reason that, for the Catholic Church, Eucharistic intercommunion with these communities is not possible. (1400) Out of respect for this ecclesial difference, non-Catholics should not receive the Eucharist at Holy Mass.

What should a member of the community do when not receiving the Eucharist at Holy Mass? With the whole assembly, proceed to the altar and as a sign of not receiving the Eucharist, reverently cross your arms over your chest and bow your head for a blessing. Proceed with the whole assembly back to your seat and kneel in prayer.

How often should the faithful receive the Eucharist? The faithful should receive communion each time they are at Holy Mass, so long as they have the required dispositions (1388).

What should the faithful do to prepare to receive the Eucharist well? To receive the Eucharist worthily, a practicing Roman Catholic must be in a state of grace (i.e., has made a good confession since his or her last mortal sin). He or she should observe the fast required by the Church and be sure that his or her behavior and clothing reflect the respect, solemnity and joy of the occasion (1387).

What is a mortal sin? A mortal sin is a violation of God's law that destroys the possibility of charity (1855). In order for a sin to be mortal, three conditions must be met (1858, 1859):

1. It must have grave matter, that is, it must break one of the Ten Commandments.
2. We must have full knowledge that what we are doing is a sin. If, for example, someone only has an imperfect awareness that he must go to Holy Mass on Sunday it is not a mortal sin for him to miss it, even though to do so is against the Ten Commandments.
3. We must give complete consent to the sinful action.

If someone commits a mortal sin, what must he or she do before they receive the Eucharist? If a person commits a mortal sin, he or she must receive the sacrament of confession before they can receive the Eucharist (1385).

## HOLY MASS PARTICIPATION GUIDELINES

Given the importance of the Holy Mass as the source and summit of our faith, and remembering that we attend daily Holy Mass as a school function, there are some basic guidelines to keep in mind:

1. Be on time. Be in your pew and quiet 5 minutes before Holy Mass begins. Students who come late should quickly and quietly move into their assigned seats. Remember, this is the time we are dedicating to Our Lord.

2. Be reverent. Genuflect when entering and exiting the pews at the beginning and end of Holy Mass. Sit up straight and do not slouch. Remove any non-uniform jackets or sweaters. Avoid hands in pockets. Do not put your jacket on or close your hymnal while the recessional is being sung. Out of respect for Our Lord, wait until the song is finished.

3. Exit in a respectful fashion. After the last blessing and Father has gone, kneel and give thanks for having received Our Lord. This is the virtue of gratitude and piety. Genuflect after you discreetly leave the pew and do not speak in the church.

4. Participate. Sing the hymns when invited. Say or sing the responses. If you are uncertain about the Holy Mass responses, use the missalette in the pews. Stand when the congregation is invited to stand. Kneel when invited to kneel.

6. Receiving the Eucharist. When receiving our Lord, it is customary to bow reverently prior to reception and to respond to the priest or extraordinary minister with "Amen." Students may receive on the tongue or in the hand.

## COMMON PRAYERS

### Our Father

Our Father,  
Who art in heaven,  
hallowed be Thy name;  
Thy kingdom come;  
Thy will be done on earth as it is in heaven.  
Give us this day our daily bread;  
and forgive us our trespasses  
as we forgive those who trespass against us;  
and lead us not into temptation,  
but deliver us from evil. Amen.

### Hail Mary

Hail Mary, full of grace.  
The Lord is with thee.  
Blessed art thou amongst women,  
and blessed is the fruit of thy womb, Jesus.  
Holy Mary, Mother of God,  
pray for us sinners,  
now and at the hour of our death. Amen.

### Glory Be

Glory be to the Father,  
and to the Son,  
and to the Holy Spirit,  
as it was in the beginning,  
is now, and ever shall be,  
world without end. Amen.

### Grace Before Meals

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.

### Memorare

Remember, O most gracious Virgin Mary,  
that never was it known that anyone who fled to thy protection, implored thy help or sought thy intercession, was left unaided.  
Inspired by this confidence, we fly unto thee,  
O Virgin of virgins our Mother; to thee do we come, before thee we stand, sinful and sorrowful;  
O Mother of the Word Incarnate, despise not our petitions, but in thy mercy hear and answer them. Amen.

### The Angelus

V: The Angel of the Lord declared unto Mary.  
R: And she conceived by the Holy Spirit.  
All: Hail Mary...  
V: Behold the handmaid of the Lord.  
R: Be it done unto me according to thy word.  
All: Hail Mary...  
V: And the Word was made Flesh.  
R: And dwelt among us.  
All: Hail Mary...  
V: Pray for us, O Holy Mother of God.  
R: That we may be made worthy of the promises of Christ.  
V: Let us pray.  
All: Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that, we to whom the Incarnation of Christ, Thy Son, was made known by the message of an Angel, may by His Passion and Cross, be brought to the glory of His Resurrection through the same Christ our Lord. Amen.

# Appendix B: Uniform Policy



## Uniforms

Uniforms can be purchased from [www.schoolbelles.com](http://www.schoolbelles.com) OLW School Code: S2968

## Girls Uniforms

\*Plaid skirt BELOW KNEE (Parents: Please reinforce with your daughters the importance of our school's standard of modesty, and measure accordingly.)

\*Navy blue vest or sweater

White button down Oxford shirt, long sleeve or short sleeve.

Navy blue knee socks all year (no white).

Navy or white white tights, no leggings.

Black Mary Janes or ballet flats. No heels.

\*The skirt, sweater, and vest must be purchased at Schoolbelles, and a sweater or vest is mandatory to the uniform.

You may shop elsewhere for socks and white button down Oxford shirts, long sleeve or short sleeve. (French Toast often has great sales on shirts, and some families like Lands End.)

**Formal concert dress:** same as last year. Black floor length formal dress from Stage Accents. Dress style is Mandolin Ladies #8695

Black heels or flats.

## Boys Uniforms

Charcoal gray pants (flat front, no external seams or pockets).

\*Navy blue vest or sweater

White collared Oxford shirt, long or short sleeved

\*Blazer

\*Blue and gold striped tie

Grey or black crew socks

Black dress belt with metal buckle (no cinch belts)

Black dress shoes

**Formal concert suit:**

Black jacket, black pants with black bow tie, white button down shirt and black dress shoes.

\* Must be purchased from Schoolbelles, and a blazer, sweater or vest is mandatory for uniform. Shop the sales at other vendors for white shirts and gray pants.



## Hair, Makeup and Accessories

- For ladies, makeup should look natural. Eyeliner should not extend beyond the natural lash line.
- For ladies, nail polish is allowed but should be muted, tasteful, and professional and not distracting. Clear or natural colors. All fingers the same color. Nails should not be excessively long or artificial.
- For ladies, hair accessories should be tasteful and professional and not distracting. No headbands with athletic logos or bandana headbands.
- Gentlemen, no makeup or nail polish.
- Necklaces should be metal chains or scapulars (no leather or woven materials). No tightly fitting necklaces.
- For ladies, earrings should be in the lobe only.
- No gauges. No cartilage piercings or other visible piercings.
- For ladies, all jewelry should be tasteful, professional, and not excessive in size or number and not a distraction. Girls may wear one bracelet and one small necklace. No chokers, shells or large or ornate chain link necklaces. No anklets.
- Hair color should be natural hues. No streaks of unnatural colors (reds, pinks, greens, etc.) on any part of hair. No ombre highlights. Hair cannot be shaved at all. No hair extensions such as feathers or streaks of color.
- All young men should be clean-shaven. No sideburns.
- No exposed tattoos temporary or permanent. This includes drawing on the skin.
- For Holy Mass, girls may wear white, black, or navy-blue chapel veils with uniforms.
- Ladies must wear tank-tops or camisoles underneath white oxford shirts.
- Any pins, buttons, ribbons, etc., added to uniforms must be approved by the headmaster.
- Gentlemen will wear plain white undershirts beneath white oxford shirts.
- Gentlemen may wear appropriate hats with uniforms while outside (e.g. fedoras, flat caps, panama, boater...no baseball caps.)

## Appendix C: Out of Uniform Dress Code

We live a full life together within the community, enjoying sporting events, dances, and fine art performances both on campus and off campus. We expect all students to present themselves in a way that reflects their great dignity, and to dress in a modest and neat way at all events, including those that occur outside of our normal school day.

### 1. CHOIR CONCERT PERFORMANCES, COMMENCEMENT, AND THE GALA

Choir concert attire (see uniform guidelines):

- Ladies - black choir gown, black heels or flats
- Gentlemen - black suit, white button-down shirt, black bow tie, black leather belt, dress shoes

### 2. OTHER SCHOOL EVENTS (retreats, drama productions, athletic events, field days, lectures, after-school extra-curricular activities)

- Dress and skirt length should match uniform skirt length, which is below-the-knee
- When shorts are permitted, please adhere to the following guidelines: with arms by your sides, the hem of the shorts must reach below your fingertips
- No tight-fitting pants or tops
- No midriff exposed
- At least two inches of fabric on each shoulder for sleeveless attire
- No ratty, stained, or ripped clothing
- No undergarments showing at any time

# Appendix D: School Supplies List

## FRESHMEN

- 7 notebooks or binders and 7 coordinating folders (one for each class)
- Blue or black pens, mechanical pencils or regular pencils, highlighter
- Pencil bag or box
- Loose leaf paper
- Graph paper
- ½” black three-ring binder (NO “view front”) w/inside pockets – (for choir)
- Rigid 6” ruler & metal compass OR all-in-one tool like *SAFE-T Bullseye compass*
- 2 packs of index cards
- Student planner
- 4-5 book covers (brown paper bags or other durable textbook cover)
- Two large boxes of tissues<sup>(a)</sup>

## SOPHOMORES

- 7 notebooks or binders and 7 coordinating folders (one for each class)
- Blue or black pens, mechanical pencils or regular pencils, 2 highlighters of different colors
- Loose leaf paper
- Graph paper
- If enrolling in Geometry: Rigid 6” ruler & metal compass OR all-in-one tool like *SAFE-T Bullseye compass*
- If enrolling in Algebra II or higher: TI-84 Graphing calculator (or similarly equipped graphing calculator)
- ½” black three-ring binder (NO “view front”) w/inside pockets – (for choir)
- ½” or 1” three-ring binder (for drama)
- Rigid 6” ruler
- 1 composition notebook
- 12 pack of colored pencils (NO markers or gel pens)
- Pencil bag or box
- 2 packs of index cards
- 4-5 book covers (brown paper bags or other durable textbook cover)
- Student planner
- Two large boxes of tissues<sup>(a)</sup>

## JUNIORS AND SENIORS

- 7 notebooks or binders & 7 coordinating folders (one for each class)
- Blue or black pens, mechanical pencils or regular pencils, 2 highlighters of different colors
- Loose leaf paper
- Graph paper
- If enrolling in Geometry: Rigid 6” ruler & metal compass OR all-in-one tool like *SAFE-T Bullseye compass*
- If enrolling in Algebra II or higher: TI-84 Graphing calculator (or similarly equipped graphing calculator)
- ½” black three-ring binder (NO “view front”) w/inside pockets – (for choir)
- ½” or 1” three-ring binder (for drama)
- 2 packs of index cards
- 4-5 book covers (brown paper bags or other durable textbook cover)
- Student planner
- One container of disinfectant wipes OR one large roll of paper towels<sup>(a)</sup>

<sup>(a)</sup>We ask students to bring these supplies to help us reduce costs; please deliver to front office. House points will be awarded for each contribution, and contributions are welcome throughout the school year. We especially need tissues.

## Appendix E: Statement of Beliefs and Values

An education in the Catholic faith is an expression of the Church's mission of salvation and an instrument of evangelization: to make disciples of Christ and to teach them to observe all that He has commanded.[1] As a faith community in communion with the Church, all its members give witness to Christ's teachings as set forth by the Magisterium and especially as articulated in the Catechism of the Catholic Church. With a Christian vision, Catholic education fulfills its purpose of the critical transmission of culture in the light of faith[2] and integral formation of students in body, mind, and spirit.[3] To ensure we achieve these ends, all of our teachers, staff, and Board of Directors are faithful Catholics and are required to make a public profession of the Catholic Faith and to take an Oath of Fidelity to the Magisterium of the Church at a Mass of the Holy Spirit at the beginning of the school year. Our students also take a pledge to abide by the rules and regulations of OLWA and to conduct themselves with dignity, honor and respect toward their peers, faculty, staff, the school, our hosts, themselves, the Catholic Church, and her teachings.

All members of OLWA community are expected to strive to live a life of virtue guided by the teachings of the Catholic Church in all aspects of their lives. Our school's pastoral and policy practices are written in fidelity to the moral guidance and teachings of the Catholic Church in all areas that touch on human flourishing. Recognizing the reality of original sin, the school establishes an environment of encouragement, mercy, healing, and love to accompany its members as we journey on the path toward holiness.

At the heart of OLW educational charism is integral formation of the whole human person. The Church instructs us:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.[4]

Because our efforts at integral formation include the integrity of body, spirit, and moral development, our school has a proper concern for the behavior and development of each student, faculty member, and staff member in the complex area of human sexuality. All men and women are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. The Church defines chastity as "the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being".[5] We believe that human sexual behavior is only properly oriented to the ends of love and life in the context of Holy Matrimony [6] and that one's biological sex and gender expression are not to be disaggregated,[7] but should be seen in harmony, according to God's plan.

OLWA, as a classical school which deeply values the timeless wisdom of the Catholic Church, we understand truth to be the correspondence of mind to reality:[8] a reality which is created by and held in existence by God and which entails the fullness of God's creation and divine plan. We also affirm that reality is knowable through the use of properly functioning senses and reason, as well as through the aid of divine revelation and the teaching of the Church.[9]

Offenses against chastity and marriage, including those described in the Catechism of the Catholic Church, will not be tolerated. Members of the OLWA community may not advocate for such behaviors, share conversations or publications of a prurient nature, or otherwise impede chastity in the context of our school classes, activities, or events. Behaviors that are contrary to Catholic morality and the expectations of this school include but are not limited to: vulgar language and gestures of a sexual nature, bullying, cyberbullying, immodest dress or deportment, expressions of lust, masturbation, pornography, fornication, homosexual activity, expressing a gender that is discordant with one's biological sex, adultery, cohabitating in a sexual relationship outside of marriage, voluntary sterilization, artificial contraception, in vitro fertilization, procuring an abortion, and sexual harassment or abuse.

If your family's beliefs and lifestyle choices are not in agreement with our Church teachings, becoming a part of our community might prove difficult and our school might not be the best choice for your student. Students and families ardously searching for the Truth will find OLWA to be a community which will joyfully assist in your acquisition of a deeper understanding and embrace into the Catholic Church. However, those who persist in creating a learning environment which disrupts the educational mission, as understood by the administration and Board of Directors, will be asked to withdraw.

OLWA is committed not only to academic, spiritual, and character excellence, but also forming students into mature young adults who will bear witness to the Mystical Body of Christ, respect the dignity of the human person, provide service, lead apostolic lives, and build the Kingdom of God. If you are in agreement with these objectives, this school will complement the beliefs and ideals of your life and home.

[1] Matthew 28: 19-20.

[2] Sacred Congregation for Catholic Education, *The Catholic School*, 1977, #49.

[3] Congregation for Catholic Education, *Circular Letter to the Presidents of Bishops' Conferences on Religious Education in Schools*, 2009, #1.

[4] *Libreria Editrice Vaticana*, Code of Canon Law, Canon 795.

[5] *Catechism of the Catholic Church*, #2337.

[6] See discussion on dualistic anthropology in "*Male and female he created them*": *Towards a path of dialogue on the question of gender theory in education*. Congregation of Catholic Education, (2019), par. 20.

[7] Pontifical Council for the Family, *Family, Marriage and 'De Facto' Unions*, 2000, #8.

[8] St. Thomas Aquinas, *Summa Theologica*, First Part, Question 16.

[9] Pope St. John Paul II, *Fides et Ratio*, 1998, #22.

The text of this letter was adapted from "Human Sexuality Policies for Catholic Schools" published by the Cardinal Newman Society.

## Appendix F: OLWA Volunteer Requirements

Our Lady of Walsingham Academy volunteers who will be working or interacting with students must complete the requirements outlined below. These requirements must be completed before volunteering, and kept up-to-date. Our goal is to ensure that our school remains safe for our students.

- Complete Safe Environment Training (Every 5 years) - Please sign up to complete the Safe Environment Training through the OLWA Virtus account at <https://www.virtusonline.org/virtus/index.cfm>? If you have already completed this training, please provide a copy of your certificate to the Academy.
- National Background check (Every 5 years) –If you will drive students, an additional Motor Vehicle Record check is required.
  - OLWA will initiate the background check process using your name and email from TADS.
  - If your name in TADS is different from your driver’s license, please let us know.

Volunteers who will drive students also need to provide:

- A copy of a valid Driver’s License and Auto ID Insurance Card/Proof of Insurance
- Completed Volunteer Driver Agreement form



## Appendix G:

# Proof of Receipt & Agreement To Be Governed By the Handbook Policies

### PROOF OF RECEIPT

I have received and read the PARENT-STUDENT HANDBOOK.

---

Parent Signature

---

Date

---

Student Signature

---

Date

This form will be kept in the student's record.

### AGREEMENT

After reading the PARENT-STUDENT HANDBOOK, please sign below and return this form to the Headmaster by the first day of the school year.

By enrolling or continuing enrollment, students of OLWA and their parents agree to conform to the policies and procedures set forth in this handbook. I hereby grant OLWA, its employees, representatives, and authorized personnel, the right to take, use, and publish photographs and/or videos of my student for promotional, educational, and informational purposes related to the activities and programs of OLWA. **The policies and procedures outlined in this handbook may be modified or amended at any time and unless otherwise indicated. Students and parents will be notified of any changes in writing.**

I have received and read the Parent-Student Handbook and agree to be governed by the policies contained herein.

---

Parent Signature

---

Date

---

Student Signature

---

Date

This form will be kept in the student's record.