



Our Lady of Walsingham Academy Parent-Student Handbook

Academic Year 2025-26

2410 North Cascade Avenue
Colorado Springs, CO 80909

Main Phone: 719.368.9131
Main Email: info@olwclassical.org
School Hours: 7:15 am – 3:30 pm

Our Principles

Our Lady of Walsingham Academy (OLWA) 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. OLWA 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.

Table of Contents

I.	OUR MISSION AND PHILOSOPHY OF EDUCATION	5
II.	OUR CATHOLIC IDENTITY	6
III.	BASIC EXPECTATIONS	6
A.	School information and communications	6
B.	School Hours and Daily Schedule	6
C.	Tardies and Absences	7
D.	After School Policy	7
E.	Additional Required Events	7
F.	Transportation	7
G.	Student Parking	7
H.	Building Community	7
I.	Uniforms and Out of Uniform Attire	8
J.	Messages and Telephone Use	8
K.	Electronic Devices	8
L.	Lunch and Snacks	8
M.	Student Storage	8
N.	School “Closings” and Delays	9
O.	Field Trips	9
P.	Medications	9
Q.	Injuries and Illness	9
R.	Social Media	9
S.	Visitor Policy	9
IV.	MENTORSHIP AND DISCIPLINE	9
A.	Code of Conduct	9

B.	Merits and Demerits	10
C.	Detentions	10
D.	Suspension	10
E.	Expulsion	10
F.	Appeal	10
G.	Theft or Damage to Property	10
H.	Tobacco, Drugs, Alcohol, or Weapons	10
I.	Malicious or Scandalous Behavior	11
J.	The Authority of the Faculty	11
V.	ACADEMIC EXPECTATIONS	11
A.	Academic Probation/Eligibility	11
B.	Advancement and Retention	11
C.	Graduation Requirements	12
D.	Academic Violations	12
E.	Assignments	12
F.	Assessment	13
G.	Class Ranking	13
H.	Grading System	13
I.	Parent-Teacher Conferences	13
J.	Textbooks	13
VI.	MISCELLANEOUS	13
A.	Extracurricular Activities	13
B.	Tuition Payments Family	14
C.	Fundraising Commitment	14
D.	College Admissions	14

E.	2025-26 Academic Year Dates	15
F.	Lines of Communication	15
G.	Key Contacts	15
G.	School Prayer and Song	16

APPENDICES		17
------------	--	----

Appendix A:	Introduction to the Roman Catholic Liturgy	17
Appendix B:	Ladies' Uniform Policy	20
Appendix C:	Gentlemen's Uniform Policy	22
Appendix D:	Out of Uniform Dress Code	23
Appendix E:	School Supplies List	24
Appendix F:	Statement of Beliefs and Values	25
Appendix G:	OLWA Volunteer	27
Appendix H:	Proof of Receipt & Agreement to Be Governed by the Handbook Policies	28

I. Our Mission and Philosophy of Education

*The goal of education at OLWA 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."*¹

OLWA 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 the most influential intellectual writers of the last 200 years, St. John Henry Newman, describes the kind of liberal education OLWA aims at as follows:

“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.

¹ 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

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, Daily Mass is available for every student at 7:45AM.

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 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.”²

All authentic education is Catholic education because the truth is one. 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 INFORMATION AND COMMUNICATIONS

OLWA is located adjacent to the Corpus Christi Catholic Academy campus. Our entrance is at the north end of the building. Communication should go to the OLWA administrator, Minita Sotomayor (msotomayor@olwclassical.org or 719-368-9131) or Headmaster (headmaster@olwclassical.org or 760-495-2965). More at www.olwclassical.org

B. SCHOOL HOURS AND DAILY SCHEDULE

Students report directly to our campus. Daily Mass is offered at 7:45 AM. On most Thursdays OLWA students will sing together as a school at Mass. School assembly is at 7:30 AM and classes are dismissed at 3:15 P.M. This schedule is subject to change as required. Students and parents will be informed as the need occurs.

The schedule is as follows: (Families can expect variations to this schedule for feast days and special events)

7:30AM	Assembly	11:30 AM.	5th Period
7:45 AM	Mass	12:15 PM	6th Period
8:30 AM	1st Period	1:00 PM	Lunch
9:15 AM	2nd Period	1:50 PM	7th Period
9:50 AM	3rd Period	2:35 PM	8th Period
10:35 AM	4th Period	3:15 PM	School Dismissed from School Building

² 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

C. TARDIES AND ABSENCES

All absences or tardies must be reported before 7:30AM by calling 719.638.9131 or by emailing msotomayor@olwclassical.org or Andrew Rossi at headmaster@olwclassical.org

When absences occur, a student is expected to make up any work missed. **It is the responsibility of the student to contact students from his or her class to obtain missed classwork.** This includes make-up tests and quizzes. The teachers also will provide a homework sheet with the work that was missed, but it is the responsibility of the parents to pick it up from the front desk at the end of the day.

In-class participation, an integral part of our education, cannot be made up, and absences may adversely affect grades. **Thus, in order to ensure that the students have a required amount of time in class, 80% participation in all classes is required to be considered a student in the class. This includes Mass and Schola. All excused absences must be approved by the Headmaster before the absence.**

Being tardy for class affects the flow of the class and thus will be recorded by the teacher. Five tardies in one week will result in a detention. A student is tardy if they are not in the classroom after prayer ends.

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, **and will result in a detention if seen.**

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

Students may wait **in front of the office after school until 3:30PM. and then must wait in the Church until pick up.** Special permission must be requested and granted for students to remain at the school after 3:30PM.

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 us immediately.

F. TRANSPORTATION

OLWA will assist families insofar as possible in setting up carpools with nearby families. The school may also need to rely on parents from time to time to assist the faculty in transporting students from OLWA campus to the school after special events or certain Holy Masses. Drivers must be properly insured.

G. STUDENT PARKING

Students will park in the designated parking area on the Corpus Christi parish 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 by 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 OLWA. ***If exclusive relationships are formed, the faculty and Headmaster will talk with the students involved to let the students know different behavior is expected. If the relationships remain exclusive according to the judgment of the faculty and Headmaster, the Headmaster will notify the parents by email or, if persistent, call a meeting with parents and students to discuss what needs to be changed.***

I. UNIFORMS AND OUT OF UNIFORM ATTIRE

Students are required to be completely in uniform dress while at church or on the OLWA campus during normal school hours. **Thus, no non-school sweaters are allowed in class or in church.** Modesty and professionalism are the primary guides in all matters of the required uniform. Students will be 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 OLWA 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.

Please let the Headmaster know if your child has a phone, in order for the faculty to better monitor turning their phones in.

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 pm 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 at OLWA must bring their own lunches to school where a designated area (**School Cafeteria**) 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 (with certain exceptions).
- No gum chewing is permitted.
- If the teacher grants permission, students may bring water into class in modest-sized containers.

M. STUDENT STORAGE

OLWA will supply each student with student storage for use during the school year. This area remains at all times the property of OLWA, 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 found on local radio stations by 6:00AM.

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 school events.***

P. MEDICATIONS

Prescription medications may not be stored in 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, X, 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 OLWA’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.

The school recognizes that the students are still young, and therefore by definition immature - not yet fully grown. Thus, we realize that some behavior needs to be corrected. Some minor infractions will be corrected by verbal encouragement and correction, others by merits and demerits - see below- while others, by their harmful nature to the community, will be corrected by a detention.

B. MERITS AND DEMERITS

The Houses of OLWA 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 also lose points (demerits) for their house through acts of irresponsibility.

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 OLWA. ***Multiple detentions will result in a meeting with the Headmaster and family. A list of infractions that will result in a detention follows, but this is not an exhaustive list, and teachers have the discretion to give detentions as they see necessary.***

- ***Disruptive class behavior after a teacher's warning.***
- ***Sleeping in class.***
- ***Asked to leave the classroom due to disrespectful or distracting behavior. The student is required to go to the office and remain there until the end of class.***
- ***Passing or writing notes in class.***
- ***Drawing lewd or inappropriate pictures.***
- ***Swearing or vulgar language.***
- ***Leaving Classes without permission.***
- ***Five tardies in a week.***
- ***Unchristian behavior towards particular students that leads to "bullying."***

Parents will be notified by the Headmaster about all detentions and a day will be assigned for the student to do some manual labor at the school.

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 OLWA'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 OLWA, 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 OLWA 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 disciplines of math/science, humanities, 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, will 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 OLWA's graduation requirements before being granted a diploma or participating in the graduation ceremony (see section 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 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/her knowledge) on a test, on a homework assignment, or on an in-class project or lab.
- Copying, cutting, and passing 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
- **Using "Artificial Intelligence" to do research for or to complete a homework assignment**

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)

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, OLWA provides regular study periods throughout the week.

F. ASSESSMENT

Teachers will evaluate student work by letter, percentage, or comment. OLWA 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

A number of classes at OLWA involve reading college level texts. Due to the difficulty of these texts, the school has an “adjusted” GPA for certain classes (History, Theology, Philosophy, etc.). One point is added to the GPA specified below.

Letter Grade	Percentage Correlation	GPA Point Equivalent
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. *Students are responsible for the books that were assigned to them at the beginning of the year.* 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.

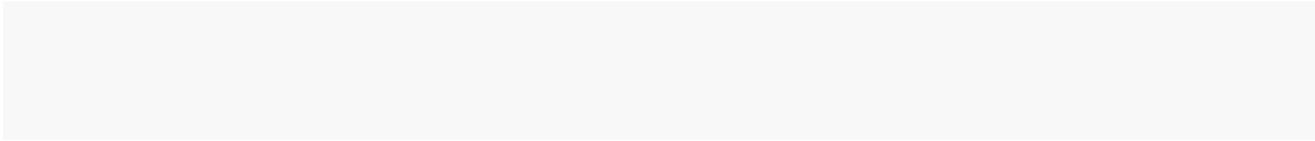
VI. Miscellaneous

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 OLWA sports teams (and other teams).

- A child may play for any school other than the one he attends if his school doesn’t provide the sport. There are two stipulations, however. His current school must be in that district, or he must live in that district. (Corpus Christi is in District 11)
- One must keep in mind that if a student competes 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.



This Gala fundraising expectation is in addition to standard volunteer commitments we ask all families to make throughout the year. These services are as valuable as direct fundraising 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. Official transcripts will not be released until all financial obligations are met.

E. 2025-26 ACADEMIC YEAR DATES

(These dates are subject to change. Parents and students will be notified)

1st Semester: September 2, 2025 – December 19, 2025

2nd Semester: January 5, 2026 – May 29, 2026

F. LINE OF COMMUNICATION

Communication with our families is very important to us. We want to inform you about what is going on in the life of the school and we want to hear from you with any questions or concerns. We will keep you informed by sending out frequent Flocknote updates as well as monthly “state of the school” addresses. Regarding communication from parents to the school- respecting the Catholic teaching of subsidiarity- the general rule for communication is to begin with the person closest to the reason for the communication and then move up the chain of command. The general chain of communication should be teacher then Headmaster then president of the board.

However, depending on what you as parents want to communicate with us about, you should reach out to the following people: For communication about schedule, calendar, and school events, please reach out to the Headmaster. If there is a question or concern about how your child is performing in a particular class, please contact the teacher of that class. If you are unsatisfied with how that conversation went, please feel free to contact the Headmaster. If you are still unsatisfied or have unanswered questions, please contact the president of the board. If there are any questions about disciplinary issues, please contact the Dean of students and/or the Headmaster. For any spiritual concerns you have for your child, please contact the Headmaster and/or the chaplain. For any other questions please contact the Headmaster.

G. KEY CONTACTS

HEADMASTER	Andrew Rossi	headmaster@olwclassical.org , 760-495-2965
DEAN OF STUDENTS	Rocky Brittain	rbrittain@olwclassical.org
PRESIDENT	Jacob Heal	Jacob.Heal@gmail.com

For a complete list of OLWA faculty and staff, visit www.olwclassical.org

H. SCHOOL PRAYER AND SONG

Prayer for Academy of Our Lady of Walsingham

Dear Heavenly Father,

We thank You for providing
The Academy of Our Lady of Walsingham.

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.

SCHOOL SONG – Lady of Walsingham

Mary of Walsingham, Mother of Jesus,
Pray for your children, the school that we love;
we are in need of thy powerful protection,
Pour on thy children thy gifts from above.

Thou who didst summon thy servant Richeldis,
Bidding her build to thine honour a Shrine,
Help us to follow in thy blessed footsteps,
Framing our lives on the pattern divine.

Countless the pilgrims whose footsteps have echoed
Down through the years along Walsingham's Way;
Countless the prayers that thy children have offered;
Mary of Walsingham, hear us, we pray.

Many long years saw thine image neglected,
Only a few sought the help of thy prayers:
Walsingham's Shrine now again in its beauty,
Welcomes each pilgrim who thither repairs.

Pray for us then, blessed Mary, our Mother,
Pray for thy children who kneel at thy Shrine,
Pray that thy Son upon this land beloved
Pour down his favours and blessings divine.

So shall we praise thee with ceaseless thanksgiving,
So shall we sing of thy love and thy power,
So shall we feel thy protection and comfort,
All through our lives and in death's solemn hour.

HOLY MASS PARTICIPATION GUIDELINES

Appendix B: Ladies' Uniform Policy

ITEM	COLOR	DESCRIPTION	SCHOOLBELLES UNIFORM# School Code: S2928
Skirt*	Grey & Navy Plaid	Length required is <u>below the knee</u> . If kneecap is exposed while standing straight, the skirt is too short.	#3521 (Long Length)
Oxford Shirt	White	<ul style="list-style-type: none"> Basic white Oxford with OR without buttons on collar (buttons on collar must be buttoned at all time). Long or short sleeves 	Order at Schoolbelles or purchase on your own.
Bike Shorts	Navy or Black	Bike shorts are to be worn under skirt at all times.	Order at Schoolbelles or purchase on your own.
Knee Socks	Navy (Fall and Winter) White (Spring)	Knee highs must reach knee.	Order at Schoolbelles or purchase on your own.
Tights <i>Optional</i>	Navy (Fall and Winter) White (Spring)	Tights must be opaque with feet (no leggings).	Order at Schoolbelles or purchase on your own.
Dress Shoes	Solid Black	Must be a dress shoe with closed toe and full back; maybe a lace-up dress shoe. No Keds, Sperry's, Vans, Toms or Converse or similarly styled shoe. No tags/tables/symbols on outside of shoe.	Order at Schoolbelles or purchase on your own.
Blazer*	Navy	Logo required	#5822 Note: Must have Schoolbelles account to see correct price.
Sweater/Vest*	Navy with Logo	<ul style="list-style-type: none"> Logo required Sweaters are required unless waived by the Headmaster Students may choose preferred style(s) - only one item required. 	Ladies Cardigan #8970 Unisex Cardigan #8912 V-Neck Pullover #8993 Sweater Vest #8994
Ladies' Choir Attire*	Black floor-length formal dress. Must be purchased from Stage Accents at www.stageaccents.com . Dress style is Mandolin.		

Note: * = Purchases required from vendor. The uniform vendor is Schoolbelles. Last Updated: 3/4/2020

Hair, Make-Up, and Accessories

- Makeup should look natural. Eyeliner should not extend beyond the natural lash line.
- Nail polish is allowed but should be muted, tasteful, and professional and not distracting. Clear or natural colors. All fingers should all be the same color. Nails should not be excessively long or artificial.
- Hair accessories should be tasteful and professional and not distracting. No headbands with athletic logos or bandana headbands.
- Necklaces should be metal chains or scapulars (no leather or woven materials). No tightly fitting necklaces.
- Earrings should be in the lobe ONLY. No gauges. No cartilage piercings or other visible piercings.
- 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.

- No exposed tattoos temporary or permanent. This includes drawing on the skin with ink or marker
- 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.

Appendix C: Gentlemen's Uniform Policy

ITEM	COLOR	DESCRIPTION	SCHOOLBELLES UNIFORM# School Code: S2928
Pants	Grey	Charcoal gray pants (flat front, no external seams, or pockets).	Order at Schoolbelles or purchase on your own.
Oxford Shirt Long or short sleeves	White	<ul style="list-style-type: none"> • With or without buttons on the collar • Strongly recommend wrinkle-resistant fabric 	Order at Schoolbelles or purchase on your own.
Socks	Solid Black	Dress sock must reach the calf.	Order at Schoolbelles or purchase on your own.
Leather Dress Shoes	Solid Black	Must be a dress shoe and able to take a shine. Must be solid black, including soles.	Order at Schoolbelles or purchase on your own.
Leather Belt	Solid Black	Non-woven, leather belt with simple buckle	Order at Schoolbelles or purchase on your own.
Tie*	Blue and Gold		#2905
Blazer*	Navy Blue with Logo	- Logo required	#5825
Sweater or Vest*	Navy with Logo	<ul style="list-style-type: none"> • Logo required • Sweaters are required when unless waived by the Headmaster • Students may choose preferred style(s)—only one item required. 	Unisex Cardigan #8912 V-Neck Pullover #8993 Sweater Vest #8994
Men's Choir Attire	Black dress pants and suit coat, white dress shirt and black bow tie. Black socks (must be to mid-calf) and dress shoes (polished and in good condition).		

Note: * = Purchases required from vendor. The uniform vendor is Schoolbelles. Last Updated: 3/6/2020

Hair and Accessories

- Hair should be above the shirt collar, eyes, and ears, neatly groomed, and combed.
- No faddish hairstyles or unnatural hair colors. No shaggy hair. Not part of the head may be shaved, including undercuts and severe fades. The difference in lengths of hair may be no more than two inches.
- All young men should be clean-shaven. No sideburns.
- No earrings. No gauges. Simple chains and medals should be tucked under the shirt.
- No visible piercings.
- No visible tattoos, temporary or permanent. This includes markers and ink drawings on skin.
- No bracelets.
- No makeup or nail polish.
- 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!)
- Any pins, buttons, ribbons, etc., added to uniforms must be approved by the Headmaster.

Appendix D: 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 full choir uniform guidelines for complete description):

- 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 2 inches of fabric on each shoulder for sleeveless attire
- No ratty, stained, or ripped clothing
- No undergarments showing at any time

Appendix E: School Supplies List

FRESHMEN

- 8 notebooks or binders (one for each class)
- Blue or black pens, mechanical pencils or regular pencils
- Highlighter
- Pencil bag or box
- Loose leaf paper
- Graph paper
- 2 packs of index cards
- Student planner
- 4-5 book covers (brown paper bags or other durable textbook cover)
- Two large boxes of tissues
- ½” black three-ring binder (NO “view front”) w/inside pockets – (for choir)

SOPHOMORES

- 8 notebooks or binders (one for each class)
- Blue or black pens, mechanical pencils or regular pencils
- Two highlighters of different colors
- Loose leaf paper
- Graph paper
- 1 composition notebook
- Pencil bag or box
- 2 packs of index cards
- ½” black three-ring binder (NO “view front”) w/inside pockets – (for choir) OR binder from last year
- 4-5 book covers (brown paper bags or other durable textbook cover)
- Student planner
- Two large boxes of tissues

JUNIORS AND SENIORS

- 8 notebooks or binders (one for each class)
- Blue or black pens, mechanical pencils or regular pencils
- Two highlighters of different colors
- Loose leaf paper
- Graph paper
- If enrolling in Algebra II or higher: T1-84 Graphing calculator (or similarly equipped graphic calculator)
- ½” black three-ring binder (NO “view front”) w/inside pockets – (for choir) OR binder from last year
- 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

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

Appendix F: 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 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 OLWA 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 arduously 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 G: OLWA Volunteer Requirements

All Academy of OLWA 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 - Please contact the Safe Environment Coordinator at Corpus Christi Parish for instructions. If you have already completed this training, please provide a copy of your certificate to OLWA.
- National Background check (Every 5 years) –If you will drive students, an additional Motor Vehicle Record check is required.

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 H: 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. 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. These changes will be inserted in your copy of the handbook. 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.