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Who Are We?



The Gilbertine Institute

The School Authority board is primarily made up of parishioners of St. John the Evangelist Catholic Church, chaired by the Pastor of the parish, and named after St. Gilbert of Sempringham.

Villa Spiritus: Shared responsibility parochial school of St. Benedict's Ordinariate Community in Edmonton. A Catholic program for students in grades 10-12. It takes place in Alberta's Lakeland Region and at home with parents.

The Holy House of Our Lady & St Joseph: Shared responsibility parochial school of St. Benedict's Ordinariate Community in Edmonton. For part time Catholic students in grades 1-8. Takes place at St. Emeric Catholic Church and at home with parents. Math is entirely parent directed.

The Gilbertine Academy: The full time parochial school of St. John the Evangelist Catholic Church for Catholic students in grades 9-12. Takes place at St. John the Evangelist Church.

The Holy House of Our Lady & St John in Calgary: Shared responsibility department of the Gilbertine Academy for part time Catholic students in grades 1-8. Takes place at St. John the Evangelist Catholic Church and at home with parents. Math is entirely parent directed.

WISDOM Home Schooling: Home education department of the Gilbertine Academy for home education students. Takes place at home with parents directing 100% of the child's education.

“[I]n a special way, the duty of educating belongs to the Church, not merely because she must be recognized as a human society capable of educating, but especially because she has the responsibility of announcing the way of salvation to all men, of communicating the life of Christ to those who believe, and, in her unfailing solicitude, of assisting men to be able to come to the fullness of this life.⁽¹⁴⁾ The Church is bound as a mother to give to these children of hers an education by which their whole life can be imbued with the spirit of Christ and at the same time do all she can to promote for all peoples the complete perfection of the human person, the good of earthly society and the building of a world that is more human.⁽¹⁵⁾”

Pope Paul VI, *Gravissimum Educationis* (Declaration on Christian Education)

THE MISSION & GENERAL INTRODUCTION TO VILLA SPIRITUS

All programs of The Gilbertine Institute support parents in their role as the primary educators of their children. This priority complies with the Alberta Education Act which guarantees that parents are the “primary guide and decision-maker with respect to the child’s education.” More importantly, this priority flows from the Magisterium of the Catholic Church, clearly expressed in *The Catholic School on the Threshold of the Third Millennium*, by St. John Paul II:

20. Parents have a particularly important part to play in the educating community, since it is to them that primary and natural responsibility for their children’s education belongs. Unfortunately in our day there is a widespread tendency to delegate this unique role. Therefore it is necessary to foster initiatives which encourage commitment, but which provide at the same time the right sort of concrete support which the family needs and which involve it in the Catholic school’s educational project. The constant aim of the school therefore, should be contact and dialogue with the pupils’ families, which should also be encouraged through the promotion of parents’ associations, in order to clarify with their indispensable collaboration that personalised approach which is needed for an educational project to be efficacious.

Villa Spiritus is a shared responsibility Catholic high school Math & Science program, with one day per week in-person instruction in high school math, science, and religion. It is an apostolate of the parish of St. John the Evangelist Catholic Church and the St. Benedict’s Ordinariate Community in Edmonton with a mission to support parents in the education of their children. Specifically, to assist parents in:

1. the spiritual formation of their children through regular instruction and prayer according to the prescribed forms of the Personal Ordinariate of the Chair of St. Peter;
2. the immersion of their children in the excellence of the Catholic academic tradition; and
3. the imbuing of a love in their children for the historic patrimony of the Anglican and Catholic choral traditions as well as the great artistic treasures of the Church.

Villa Spiritus is an integrated educational program that honours the theological order of the domestic Church, affirming parents as the primary educators of their children. The Villa Spiritus program is informed by the knowledge that children are persons with dignity and a supernatural destiny.

Villa Spiritus has an intentional monastic ordering. The rhythm of the day revolves around the chanting of the daily offices, the Little Hours, and attendance at Mass. The influence of monastic spirituality, industriousness and orderliness permeate Villa Spiritus in tangible ways.

The wholesome environment of Villa Spiritus allows each child to mature academically and in virtue with gentle and charitable guidance. Studies are meant to emphasise and nurture the intellectual, historical, artistic, and spiritual gifts of the faith. The ultimate goal is for students to discover the influence and beauty of Catholicism in every aspect of culture and their own lives, growing in holiness and drawing ever closer to the Triune God.

WHAT MAKES VILLA SPIRITUS UNIQUE?

Students go to school with Jesus, present in the Blessed Sacrament. They begin and end our day before him, seeking His guidance and singing His praise. The most important class of the day is the Mass, where the True, the Good, and the Beautiful are not only absorbed through the subjects studied, but consumed as the Body, Blood, Soul, and Divinity of Jesus Christ.

Accordingly, Villa Spiritus actualises the Church's vision of forming committed Catholic communities (*Gravissimum Educationis* 25-26) by uniting the Villa Spiritus community as an apostolate of St. John the Evangelist Catholic Church and the St. Benedict's Ordinariate Community in Edmonton.

“It is in the Church, in communion with all the baptised, that the Christian fulfils his vocation. From the Church he receives the Word of God containing the teachings of ‘the law of Christ’ (Gal. 6:2). From the Church he receives the grace of the sacraments that sustains him on the ‘way.’ From the Church he learns the example of holiness and recognizes its model and source in the all-holy Virgin Mary; he discerns it in the authentic witness of those who live it; he discovers it in the spiritual tradition and long history of the saints who have gone before him and whom the liturgy celebrates in the rhythms of the sanctoral cycle.”

Catechism of the Catholic Church, paragraph 2030

“Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (cf. *Spe Salvi*, 4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of the Gospel to lead a new life characterized by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church.”

Pope Benedict XVI, Address to Catholic Educators, 2008

VILLA SPIRITUS COURSE CHALLENGE INFORMATION

Course Challenge for Core Courses - Social Studies & English

Course Challenge for core courses (Social Studies & English), as well as French and Latin, may be processed by Subject Specialists from the home education department of the Gilbertine Institute. Preparation for these core courses take place at home with parents directing 100% of the child's education; parents may use their own homeschool friendly programs and resources to prepare for the Core Course Challenge, but they need to meet the learning outcomes prescribed by AB Education.

The Subject Specialists for the Core courses will provide parents and students with guidance to effectively prepare for the Course Challenge.

The Subject Specialists will typically use a combination of portfolio review and tests to determine a final mark for each core course being challenged. All challenges for core courses will require students to write a Final Exam, generally worth 30% of the course mark.

Students will receive credits and marks for the successfully challenged courses.

Course Challenge for non-Core Courses

Course Challenge for non-core courses (minus Religious Studies) may be processed by the family's home education facilitator. Parents may use their own homeschool friendly programs and resources to further prepare students for the Core Course Challenge, but they need to meet the learning outcomes prescribed by AB Education.

The parents and student will meet with the Facilitator to demonstrate the degree to which the student has achieved the Alberta requirements of the course. The Facilitator will use a combination of portfolio, oral evaluation, a test, or another teacher with more expertise in the subject to arrive at a final mark for each course being challenged. Students will receive credits and marks for the successfully challenged courses.

FAITH FORMATION

All classes at Villa Spiritus will be infused with the Catholic Faith. Understanding our faith and the ideas that shaped Western civilization allows our students to deepen their beliefs and expand their understanding of the world.



*The Disputation of the Blessed Sacrament (1509-1510) Raphael
Stanza della Signatura, Apostolic Palace, Vatican City*

“ALMIGHTY God, who hast committed to thy holy Church the care and nurture of thy children: Enlighten with thy wisdom those who teach and those who learn; that, rejoicing in the knowledge of thy truth, they may worship thee and serve thee all the days of their life; through Jesus Christ our Lord. Amen.”

Prayer for Church and Sunday Schools, *Book of Common Prayer* (Canada)

The school day at Villa Spiritus will be sanctified with the Holy Sacrifice of the Mass. The community will say or chant short form Evensong in the chapel. Hymns, chants, and motets will be sung at some Masses. As singing permeates the day, the text of sacred song penetrates the hearts and minds of students. Students at Villa Spiritus will foster a life of harmony with one another by being in tune with the heart of the Lord.

All staff of Villa Spiritus will take the Oath of Fidelity at the beginning of each academic year. All classes at Villa Spiritus will strictly adhere to the Magisterium and it is expected that all who are present will attend all liturgies.

“Quite early on, the name catechesis was given to the totality of the Church’s efforts to make disciples, to help men believe that Jesus is the Son of God so that believing they might have life in his name, and to educate and instruct them in this life, thus building up the body of Christ.”

Catechism of the Catholic Church, Paragraph 4

RELIGION CURRICULUM

To know God is a primary end of man. “Why did God make you?” the catechism asks. “God made me to know him, love him, and serve him in this world, and to be happy with him forever in the next.” Catechesis at Villa Spiritus has as its end not only knowledge of God but also love and service. By teaching students the core truths about God and the Catholic Faith, we seek to draw them deeper into a love of God and neighbour which will find its expression in service.

During the 2023-2024 academic year, catechesis will focus on instruction in the basic teachings of the Catholic Faith using the *Penny Catechism*. Immersion in the sacramental and liturgical life of the Church through participation in Mass and the Liturgy of the Hours as well as celebrations of various Church feast days is also an important part of our catechesis program and cultural formation. Their participation helps students see that they are not merely studying the history of God’s people, but that they themselves are a part of that history, that they belong to God’s people as members of his Church.

At Villa Spiritus, every class is a catechism class, for it is impossible for the faith not to be vigorously discussed, whether or not the teacher has actually planned for it to be so. The discussions are natural, since there is no content that does not find its origin in the Truth himself. There is no imposition of the faith from the outside; rather, it wells up as from a hidden spring, pervading every subject and every class, finding natural outlets in many and varied places throughout the curriculum. This natural integration means that the boundaries between classes are in some sense artificial, and the goals of the religion curriculum are met not only in one specific catechism class, but in the curriculum of Villa Spiritus as a whole.

“Catechesis is intimately bound up with the whole of the Church’s life. Not only her geographical extension and numerical increase, but even more her inner growth and correspondence with God’s plan depend essentially on catechesis.”

Pope St. John Paul II, *Catechesi Tradendae* 13

Christus noster melus est.

Christ is our song.

“For he that singeth praise, not only praiseth, but only praiseth with gladness; he that singeth praise, not only singeth, but also loveth him of whom he singeth. In praise, there is the speaking forth of one confessing; in singing, the affection of one loving.”
St. Augustine, *Commentary on Psalm 73*

SCHOLA CANTORUM

Villa Spiritus holds as integral to the school’s community life one of the oldest academic traditions in Catholicism: the singing school - *schola cantorum*. The venerable tradition of the *schola cantorum* attributes its origins and patronage to St. Gregory the Great. Villa Spiritus will strive to cultivate this ancient tradition along with the patrimony of the celebrated Anglican choral tradition.

In order for any *schola cantorum* to sing the Lord’s praises capably, the choristers must learn basic vocal technique, aided by sight singing as well as music theory and history. The Schola Cantorum of Villa Spiritus will consist of a single choir.

Generally, choristers will be assigned listening homework which consists of listening to YouTube links of the music they are studying.

“The singing of the Church comes ultimately out of love. It is the utter depth of love that produces the singing. ‘*Cantare amantis est*,’ says St. Augustine, song is a lover’s thing. In so saying, we come again to the Trinitarian interpretation of Church music. The Holy Spirit is love, and it is he who processes the singing. He is the Spirit of Christ, the Spirit who draws us into love for Christ and so leads to the Father.”
Cardinal Ratzinger, *The Spirit of the Liturgy*

GOVERNANCE OF VILLA SPIRITUS

As an apostolate of the Ordinariate, Villa Spiritus is presided over by the Parish Priest of St. John's, through The Gilbertine Institute of Catholic Studies. The Parish Priest is the final adjudicator of all matters pertaining to Villa Spiritus. The Board of the Gilbertine Institute assists and supports the Parish Priest in the formulation of policy for Villa Spiritus in accordance with its mission. The day to day operations of Villa Spiritus are administered by the Chief Operating Officer and the Principal, who is Head of School of the Institute and reports ultimately to the Parish Priest.

STAFF

The staff and volunteers of Villa Spiritus are faithful Catholics. They have a variety of educational and academic backgrounds ranging from liberal arts to the sciences. They are committed to supporting parents and educating students in the Catholic classical tradition and, most importantly, in virtue.

All staff and volunteers at Villa Spiritus are required to undergo a criminal background check, including a vulnerable sector search, and to complete FOIP and Safe Environment training.

DISCIPLINARY AUTHORITY OF VILLA SPIRITUS

Each member of the Villa Spiritus community is called to discipleship. Students, parents, faculty, and staff all strive to follow the teaching and example of Christ, the model of virtue. All work together to provide a safe and peaceful atmosphere that encourages learning and growth in virtue, recognizing the dignity of each person. Students contribute positively to the classroom atmosphere by treating others and their property with respect, arriving to class prepared and on time, and dressing in a neat and appropriate manner. Parents contribute by encouraging virtuous conduct and a love of learning in their children. Teachers and instructors strive to model virtue and help cultivate it in the students.

The goal of all discipline at Villa Spiritus is true cultivation of virtue, which perfects the grace given in baptism. When students occasionally make choices contrary to the school's established policies, or to the life of virtue to which they are called, the school strives to help these students understand why their behaviour is inappropriate, and how they can affect the desired behaviour change. The goal is to provide interior direction in order to bring about an authentic change of life, to help the students exercise the virtue that was lacking in their behaviour and, ultimately, to direct the student toward God Himself.

Villa Spiritus has disciplinary authority over a student:

1. while the student is on campus or in any area adjacent to the campus; and
2. while the student is in attendance at any program-related activity, regardless of time or location.

Campus is the property leased to The Gilbertine Institute. In the definition of Campus, Villa Spiritus also includes those portions of Living Water College of the Arts occupied by WISDOM Home Schooling, a registered trade name of The Gilbertine Institute.

Detention

Detention is a period of time served by a student for infractions of stated policies and regulations. Detentions may be held at lunchtime, or before or after classes. Students may be required to sit in silence, perform service, or engage in a learning assignment. After-class detention will be served on the day in which the infraction occurred.

GENERAL EXPECTATIONS

“The goal of a virtuous life is to become like God” (St. Gregory of Nyssa). Villa Spiritus holds Jesus Christ as the ideal and model for human behaviour. The theological virtue of charity, the very centre of spiritual life, is emphasized above all, for it animates and inspires the practice of all the virtues (CCC, 1827). The cardinal virtue of justice, and the associated virtues of respect (for self and others), courtesy, responsibility, sincerity, and trustworthiness are also of primary importance to Villa Spiritus. The practice of these virtues ought to inform all the students’ dealings with other members of the community, including guests or visitors to Villa Spiritus. Staff may counsel and correct a student when appropriate at any time or place during the day, always keeping in mind the dignity of each student and utilising the three main elements of reason, religion, and kindness. Villa Spiritus will contact parents about any discipline issues.

The essential expectation for student behaviour is that students conduct themselves in a mature and dignified manner at all times. Following the guidelines below will aid the students in exercising the virtues of orderliness, industriousness, self-control, and modesty, as well as respect, responsibility, and courtesy.

1. During Villa Spiritus hours, everyone is required to enter and leave through the main doors of Living Water College of the Arts on the west side of the building, arriving between 8:30 and 8:50 each school day. These doors will remain locked, but visitors should ring the doorbell marked *Villa Spiritus* to gain entrance.
2. Students arrive at Villa Spiritus promptly and in attire that accords with the school’s dress code.
3. At the beginning of each class, students should place their things on their desks or tables and stand behind their chairs to wait for the teacher to begin with prayer. After the prayer, the teacher will invite the students to sit.
4. Students are expected to observe appropriate, modest posture.
5. When students have a question to bring to the class, they should raise their hands and wait until the teacher asks them to speak.
6. Students should keep classrooms and personal belongings orderly and clean.
7. Students are expected to act in an appropriate manner between class periods. Student conduct in the corridors will be appropriate and quiet. Students must be prompt between class periods.
8. All students are expected to greet priests, staff, parents, visitors, and fellow students politely and courteously when they see them throughout the day.
9. At lunch or during recreational periods, each student is expected to act in a controlled and respectful manner while using the areas designated. Students are expected to keep the grounds neat and litter free.
10. Students must respect their property and that of others. Each student is legally and financially responsible for the removal, defacing, or wilful damage to property while attending Villa Spiritus.
11. Standard norms are to be practised during lunchtime. Good manners, proper etiquette, order, cleaning up after oneself, and leaving the room clean make for a pleasant experience for all.

12. Food and beverages are to be consumed at appropriate times, in designated areas. Eating is not allowed during class time.
13. Students may not leave early without prior written approval from a parent or guardian.
14. Students are expected to complete their homework with effort and daily diligence.
15. The following items are strictly forbidden at Villa Spiritus: weapons of any kind, pornography, drugs, and alcohol. Any student possessing any of these materials will be immediately suspended.

ATTENDANCE

The academic standards at Villa Spiritus reflect a commitment not only to excellence in education but also to the goal of cultivating virtue in the students. The virtues of responsibility, obedience, industriousness, and perseverance are of primary importance in this area.

Committed attendance demonstrates that students take responsibility for their education, much of which depends on their physical presence and participation with others for everyone's success. Regular attendance in all classes is required, taking into consideration reasonable circumstances such as illness and important life events. This helps students cultivate the virtues of industriousness and perseverance as well as responsibility.

Additionally, students should demonstrate responsibility, industriousness, and respect by:

1. communicating absences to their teacher before that day, when possible, and explaining the reasonable circumstances. Planned absences and family holidays must be communicated at least one week in advance.
2. catching up on work missed due to absence from class. In the case of an excused absence, the teacher will make a reasonable effort to assist the student in catching up on missed instruction time, should the parent or student request it.

Disciplinary Action for Lates and Absences

1. The teacher will communicate persistent tardiness and attendance issues to parents and the Principal.
2. If a student misses more than five partial or full days of classes per term, including planned family holidays, parents will be required to meet with the teacher after school to discuss student progress.
3. Continued late or absent behaviour will be addressed by the Principal, and may result in additional consequences, which could include, but are not limited to, ineligibility for scholarships, student leadership, virtue awards, and participation in special school activities such as field trips.

PERSONAL CELL PHONES, ELECTRONIC DEVICES AND COMMUNICATION

1. All students, parents, volunteers, and tutors who wish to use the wireless signal of The Gilbertine Institute must request the password from the Chief Operating Officer and sign an Internet Use Agreement form. Students are responsible for the security of their own electronic devices.
2. Students may use cell phones before and after program hours (before 9 a.m. and after 3 p.m.). During the day, cell phones and other electronic devices must be off and stored away unless expressly permitted by the teacher or by the Chief Operating Officer. If seen outside of this designated time, a cell phone or any other electronic item will be taken up by any faculty, staff member, or volunteer. Confiscated devices will be returned at the conclusion of the day.

3. Parents who need to be in contact with their children during the course of the day may contact the Chief Operating Officer or designate.
4. In compliance with the Safe Environment policies, no emails should be exchanged between a teacher and only one student. If solo e-mail communication between student and teacher is necessary, the student's parent or the Chief Operating Officer should always be carbon copied on all emails.

IDENTITY PROTECTION POLICY & PROTECTION OF PRIVACY

Use of the identity, name, photograph, picture, portrait, voice, and appearance of a student in connection with educational, promotional, or fundraising activities, school yearbooks, or any other purpose is prohibited by unauthorised parties. Use, reproduction, publication, exhibition, distribution, and transmission of the image of a student either individually or in conjunction with other images or printed matter in the production of brochures, slides, broadcasts, audio or videotape recordings, still photography, websites, and social media is prohibited by unauthorised parties. Villa Spiritus staff are authorised to enforce this policy. For additional information, please speak to the Principal and note the waiver and release form contained in the registration materials.

All staff are required to complete FOIP training and adhere to all Institute and government-appointed privacy policies.

BULLYING AND HARASSMENT

In keeping with the mission of Villa Spiritus to help students grow in their relationship with Christ and imitate Him through the cultivation of virtue, Villa Spiritus is committed to fostering strong, positive relationships among all members of the community. Villa Spiritus therefore opposes any form of intimidation, social aggression, or harassment. Bullying or harassment, whether physical, verbal, written, or relational in nature, is always opposed to the virtues of charity and justice. Such behaviour does not recognize the inherent dignity of each person as created in the image and likeness of God.

Bullying or harassment results in an inherently unsafe environment characterised by fear. The relationship between the persons who are bullying or harassing and the persons who are being bullied or harassed is characterised by an imbalance of power where the persons who are bullying or harassing have the intent to harm the persons who are being bullied or harassed and the threat of further aggression exists.

The students, parents, family, faculty, and staff of Villa Spiritus all have the right to be free of violation by others. To this end, the adult members of the Villa Spiritus community are expected to model and to teach positive, relationship-affirming communication and conflict resolution skills. All members of the Villa Spiritus community are expected to play a role in fostering a program culture characterised by positive, respectful, and supportive words and deeds. Therefore, any member of the community who witnesses any form of intimidation, social aggression, or harassment by any other member of the community has a responsibility to seek action to stop it. Students, parents, and family members who have concerns about any form of intimidation, social aggression, or harassment should contact the Principal to discuss an appropriate action plan.

Strong disciplinary steps, with the goal of achieving restitution, resolution, and reconciliation, will be taken against any member of the Villa Spiritus community who engages in any form of intimidation, social aggression, or bullying/harassment. Such disciplinary steps may include discharge from Villa Spiritus.

VILLA SPIRITUS STUDENT DRESS CODE & PERSONAL HYGIENE POLICY

The Gilbertine Institute expects students to present themselves in a manner in keeping with inherent human dignity. While students in other Institute schools wear school uniforms, this Villa Spiritus policy complements our practices of appropriate conduct.

Hygiene

1. Maintain personal cleanliness by frequently bathing.
2. Oral hygiene (brushing of teeth) required.
3. Use deodorant or antiperspirant to minimize body odours.
4. No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for others.
5. Wash hands before and after eating or using the bathroom.

Personal Grooming

1. Clothing must be clean, modest, in good condition (ie, not torn) and fit appropriately.
2. Neat and well-groomed hair, including facial hair.
3. Moderate make-up.

Appropriate Attire

1. Young Men - Collared shirts or plain tee shirts. Sport coats, sweaters or sweatshirts. Jeans, khakis, chinos, slacks.
2. Young Women – Blouses, nice tops, collared shirts or plain tee shirts. Khakis, slacks, capris, jeans, knee-length or longer skirts, knee-length or longer dresses. Sweaters, cardigans. Leggings may be worn under skirts or tunics.

Workshops/Events

1. Students should dress in a manner appropriate to the event.

Inappropriate Attire

1. Sweat or jogging pants
2. Tops or pants that expose the midriff or underwear
3. Leggings worn as pants
4. Gym shorts, bicycle shorts or other athletic shorts
5. Men's tank tops
6. Women's shirts which are tight or show cleavage.
7. Women's spaghetti strap tops (without cardigan)
8. Mini-skirts without leggings
9. Any form of clothing that is mesh, sheer, see-through or otherwise revealing without appropriate layers
10. Ill-fitting, sloppy, torn or too-tight attire
11. Clothing with slogans or images other than a logo from within the Institute, or a distinctly Catholic logo

Compliance

Deliberate departure from these standards will result in counselling and/or disciplinary action.

“Fashion and modesty should walk together like two sisters, because both words have the same etymology, from the Latin *modus*—that is, the right measure, beyond which one cannot find the right way.” -Pius XII

ACADEMIC HONESTY

Honour Code of Villa Spiritus

A Villa Spiritus student is building a foundation of academic competence and does so with the responsibility to demonstrate the virtues of sincerity and trustworthiness. Personal integrity and accountability must never be compromised. To embody these virtues, when Villa Spiritus students submit homework they attest that their work is theirs alone.

Academic Dishonesty

Academic dishonesty includes the following acts. This list is not, however, exclusive of any other acts that may reasonably be called academic dishonesty. Clarification is provided for each definition by listing some prohibited acts.

Cheating

Intentionally using or attempting to use unauthorised materials, information, notes, study aids, or other devices or materials in any academic exercise. Examples:

1. During an examination, looking at another student's examination or using external aids (for example, books, notes, calculators, Google Translate, conversation with others, or electronic devices) unless specifically allowed in advance by the tutor.
2. Having others conduct research or prepare work without advance authorization from the tutor.
3. Acquiring answers for any assigned work or examination from any unauthorised source. This includes, but is not limited to, using the services of Chat GPT or similar programs, commercial term paper companies, purchasing answer sets to homework from tutoring companies, and obtaining information from students who have previously taken the examination.
4. Sharing answers with other students in the completion of assigned work, unless specifically authorised by the tutors of the course. It is safe to assume that all assignments are to be completed individually unless the tutor indicates otherwise; however, students who are unsure should seek clarification from their tutor.

Fabrication

Making up data or results, and recording or reporting them; submitting fabricated documents.

Examples:

1. The intentional invention and unauthorised alteration of any information or citation in any academic exercise.
2. Using "invented" information in any laboratory experiment, report of results, or academic exercise. It would be improper, for example, to analyse one sample in an experiment and then "invent" data based on that single experiment for several more required analyses.
3. Failing to acknowledge the actual source from which cited information was obtained. For example, a student shall not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.
4. Changing information on tests, quizzes, examinations, reports, or any other material that has been graded and resubmitting it as original for the purpose of improving the grade on that material.
5. Providing a fabricated document to any Villa Spiritus employee, tutor, or volunteer in order to obtain an excused absence or to satisfy a course requirement.

Falsification

Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Examples:

1. Changing the measurements in an experiment in a laboratory exercise so as to obtain results more closely conforming to theoretically expected values.

Plagiarism

The appropriation of another person's ideas, processes, results, or words without giving appropriate credit. Examples:

1. Intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without crediting the author or creator).
2. Failing to credit sources used in a work product in an attempt to pass off the work as one's own.
3. Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources. All writing, even if the student is receiving help from a tutor, must be the original work of the student. Purchasing research reports, essays, lab reports, practice sets, or answers to assignments from any person or business is strictly prohibited.
4. Failing to cite internet sources, databases, and other electronic resources if they are utilised in any way as resource material in an academic exercise.
5. Other similar acts.

Complicity

Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

Examples:

1. Knowingly allowing another to copy from one's paper during an examination or test.
2. Distributing test questions or substantive information about the test without the instructor's permission.
3. Collaborating on academic work knowing that the collaboration will not be reported.
4. Taking an examination or test for another student.
5. Signing another's name on an academic exercise or attendance sheet.
6. Conspiring or agreeing with one or more persons to commit, or attempt to commit, any act of academic dishonesty.
7. Other similar acts.

Disciplinary Action for Academic Dishonesty

If a student commits an act of academic dishonesty, he or she will first confer with the teacher, who will notify the Principal. The teacher will also contact the parent/guardian. The teacher will give the student a zero on the assignment. In the case of complicity, both students will be given a zero on the assignment. If the offence is a repeated academic dishonesty offence, additional consequences will ensue as determined by the Principal. Such consequences could include, but are not limited to, detention(s), suspension, or dismissal from Villa Spiritus. The Principal will inform the parents of the additional concerns and consequences. This disciplinary action policy will be adjusted in the event a younger student inadvertently commits academic dishonesty.

“But the common saying, expressed in various ways and attributed to various authors, must be recalled with approval:

**in essentials, unity;
in doubtful matters, liberty;
in all things, charity.”**

Ad Petri Cathedram, Encyclical of Pope John XXIII
“On Truth, Unity and Peace, in a Spirit of Charity,” June 29, 1959

COMMUNICATION, CONTROVERSY, AND CONFLICT

Although Villa Spiritus endeavours to establish a harmonious Christian atmosphere, they recognize that misunderstandings or differences of opinion sometimes occur. In keeping with the Catholic Church’s principle of subsidiarity, students, parents, guardians, teachers, and staff are encouraged to address a situation at the level at which the situation occurs. Persons having a concern with another individual should go directly to that person in a charitable and respectful manner; problems should be solved at the lowest level when appropriate and possible.

At times, parents may have questions and comments concerning their children’s teachers. In presenting a grievance, the following steps must be taken in order:

First: At all ages, students should contact the teacher or staff member directly.

Second: If the student is not satisfied, the parent should contact the teacher or staff member directly. In all cases, allow the teacher or staff member reasonable time to deal with the grievance.

Third: The Principal may be involved after the grievance has been addressed at the level where the concern exists. If the concern is not satisfactorily addressed, the parent may institute a formal grievance. A formal grievance must be in writing and must be received by the Principal within five working days of the occurrence of the event on which the grievance is based. The Principal will meet with the affected parties and resolve the grievance within a reasonable time.

THE REMOVAL OF STUDENTS & FAMILIES FROM VILLA SPIRITUS

Under normal circumstances, a student will not be deprived of a Catholic education at Villa Spiritus on grounds relating to the attitude or behaviour of parent(s)/guardian(s). Nevertheless, a situation could arise in which the uncooperative, defiant, or disruptive attitude of a student, parent, or guardian will so diminish the effectiveness of Villa Spiritus’ endeavours to educate all students, that the continuing participation of the family in the program of Villa Spiritus would greatly disrupt the school’s operation. Such situations include, but are not limited to, any statement, series of statements, action, or actions by a student, parent or guardian, or other person responsible for the student which upbraids, insults, threatens, or abuses any participant in Villa Spiritus. In such cases the family may be asked to leave the premises immediately. In this unfortunate circumstance, Villa Spiritus will provide an at-home program for the duration of the year.