



Academic Honesty Policy

Villa Maria Academy

INTRODUCTION

Villa Maria Academy is a Catholic Christian school which aims to teach the Gospel values, particularly stressing mutual respect for others. It is, then, of utmost importance that each member of the community possess the highest level of honor, integrity, and honesty.

Acknowledging that learning is a process, all at Villa Maria Academy—administration, faculty, parents and students—must value the process of learning. Any breach of academic integrity thwarts this educational process, compromises the bond of respect which must exist among the members of this school community, and violates the Gospel values on which the school rests.

Realizing that academic dishonesty is not always intentional, the school accepts its responsibility to educate her students regarding the standards of academic integrity. While the school strives to foster an atmosphere which insists on honesty as a basic value, it will respond justly and consistently to any act of academic dishonesty.

FACULTY RESPONSIBILITIES

Acknowledging the bond we have with our students, we, the faculty of VMA, guided by Gospel values, will:

- Commit to instilling in each student a desire to learn and to pursue personal academic excellence.
- Model the importance of academic integrity by citing our sources of information as appropriate and requiring our students to do likewise.
- Treat students with respect and ensure a supportive classroom atmosphere conducive to learning and integrity.
- Accept the following as academically dishonest: plagiarism; submission of another's work as one's own; collaboration on homework assignments without permission; discussion of content of tests; violation of testing procedures, including looking at another's paper and/or using or accessing forbidden notes or electronic devices.
- Provide ample notice regarding testing and long-term assignments and post such information on Edline.
- Distribute and post policies regarding missed class work and homework on Edline.
- Offer help for students who need additional support with classroom lessons.
- Report suspected breaches of academic integrity to the Dean of Students.
- Sign an Honor Statement at the beginning of the school year which acknowledges my responsibility to support and to abide by Villa Maria Academy's Academic Honesty Policy.

STUDENT RESPONSIBILITIES

Acknowledging the bond we have with ourselves and our teachers, we, the students of VMA, guided by Gospel values, will:

- Commit to the process of learning and strive to fulfill our personal academic potential while refraining from creating a stressful atmosphere.
- Acknowledge the importance of academic integrity and put that knowledge into practice, including following MLA guidelines for all papers and projects.
- Respect the efforts of our peers and teachers to adhere to the standards of academic integrity.
- Accept the following as academically dishonest: plagiarism; submission of another's work as one's own; collaboration on homework assignments without permission; discussion of content of tests; violation of testing procedures, including looking at another's paper and/or using or accessing forbidden notes or electronic devices.
- Accept the responsibility to plan for academic deadlines and to communicate any problem in meeting obligations to the teacher in a timely fashion before the start of the school day.
- Access Edline to know and follow individual teacher's guidelines regarding homework assignments and missed class work.
- Ask questions and seek help with any academic issue in a responsible and appropriate fashion.
- Understand the importance of striving for balance between academic responsibilities and extracurricular activities.
- Sign an Honor Statement at the beginning of the school year and understand that my signature, whether it appears on a test, quiz, assignment, note, or form, is a reinforcement of that statement of honor.

Villa Maria Academy MISSION STATEMENT

Villa Maria Academy, a Catholic college preparatory school in the tradition of the Sisters, Servants of the Immaculate Heart of Mary, empowers young women to lead lives of spiritual growth, intellectual inquiry and Christian service.

CORE VALUES

Guided by Gospel values, the members of the Villa Maria Academy community:

- **Commit to learning**
- **Reflect on experience**
- **Embrace the truth**
- **Act with integrity**
- **Respect self and others**
- **Contribute to the community**
- **Lead by example**
- **Achieve through commitment**

PLEDGE OF HONOR

I attest that I have familiarized myself with Villa Maria Academy's *Academic Honesty Policy* and I acknowledge my responsibility to support and to abide by this policy.

Furthermore, I realize the importance of my name; my signature is a sign of my honor.

Signed: _____

Date: _____