

## VILLA MARIA ACADEMY HIGH SCHOOL

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EMPOWERING YOUNG WOMEN SINCE 1872

August 2018

Dear Villa Parent,

Villa Maria Academy developed our Academic Honesty Policy during a two year process that involved both student and faculty input. We are marking the end of the twelfth year since the implementation of this policy and truly feel this policy has had a positive impact on our campus.

The Academic Honesty Policy is designed to outline clearly the expectations and responsibilities of *every* member of the Villa family with regard to encouraging and fostering an expectation of academic integrity. To achieve this end, our faculty and staff strive to help the students make responsible decisions. Our Academic Honesty Policy is reviewed with the students during the opening weeks of school and this year, student pledge cards will be presented at our opening liturgy when administrators, faculty, staff and students recommit to this policy. In addition, the school has implemented a program which reinforces the importance of time management and teaches strategies to freshman and sophomore students particularly in an effort to convey to students the importance of planning to allow sufficient time to prepare for tests and projects.

We believe it is important for you, as parents, to be fully aware and reminded of our policy as well. The entire Academic Honesty Policy can be located on our website. The student responsibilities are also published in the *School Handbook*, p. 31. Please review the policy. We require a parent's signature to acknowledge your continued commitment to encourage your daughter's compliance with the policy.

**We ask that you sign the enclosed form and that your daughter(s) return the signed card(s) to her homeroom teacher(s) by September 7, 2018.**

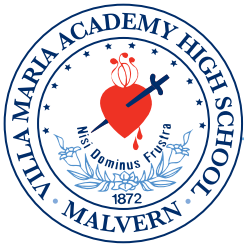
We strongly believe that the greatest enjoyment in learning occurs when students exist in an atmosphere where academic integrity is the obvious choice. We encourage all students to plan ahead, clearly communicate conflicts to their teachers, and avoid over-extending themselves.

If you have any questions, please feel free to contact me.

Sincerely,

Ms. Brittany Thompson  
Dean of Students

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## 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.

*I have reviewed the Academic Honesty Policy and will continue to work with my daughter and with Villa Maria Academy to promote academic integrity.*

**Print Student Name:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_