

CONFIRMED BY  
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«CA ASTANA GARDEN SCHOOL»  
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**ACADEMIC HONESTY POLICY**  
**LLP «CA ASTANA GARDEN SCHOOL»**

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## **1. GENERAL PROVISIONS**

The Academic Integrity Policy (hereinafter the Policy) at Astana Garden School (hereinafter the School) has been developed in accordance with international experience and the internal documents of the Management Company of Astana Garden School LLP. The Policy defines the purpose, basic concepts, general principles, types of violations of academic honesty and the procedure of measures in case of such violations.

## **2. PURPOSE AND FUNCTIONS**

Academic honesty shapes and develops students' understanding of the need to follow high standards of ethical behavior. It is a key tool for developing a student's self-esteem, recognizing achievement, and building positive relationships between all members of the school community.

The policy has the following functions:

- providing a common understanding of academic integrity: its principles and requirements;
- eliminating subjective conflicts of interest by standardizing the understanding of academic honesty;
- protecting the copyright of students' work;
- defining the types of breaches of academic honesty;
- regulation of clear algorithms for educators' actions in case of violations of academic honesty by students;
- preventing violations and supporting members of the school community in the successful achievement of academic goals and standards.

## **3. KEY CONCEPTS AND TERMS**

- 1) Academic Integrity is a student's performance in any type of academic work where integrity, honesty and ethics are maintained.
- 2) Academic dishonesty means knowingly performing, attempting to perform, or assisting any other person to perform any academic work that does not meet the standard of academic honesty.
- 3) Academic work means any action required to be submitted, prepared for submission or actually submitted for academic progression within school subjects. Academic work includes, examinations (midterms, finals), exercises, quizzes, research papers, speeches, presentations, creative work, laboratory work and science experiments.

#### 4. TYPES OF VIOLATIONS

Various situations of academic integrity violations can occur in the learning process and are delineated in the Academic Integrity policy. A detailed description of the types of violations of academic honesty is given in Appendix 1.

The teaching team, led by the school administration, can expand on these types of academic integrity violations with detailed descriptions and included cases based on the school's experience.

#### 5. ALGORITHM OF ACTIONS IN CASE OF VIOLATIONS

If a student has committed an academic dishonesty, the teacher should refer the completed report to the School Disciplinary Committee and attach the relevant student work as evidence of academic dishonesty. A template for the report can be found in Appendix 2. In doing so, teachers of subjects which are assessed on a pass-fail basis will also pay close attention to students' compliance with academic honesty.

The Disciplinary Commission should conduct a full and impartial investigation into the matter on the basis of the facts and the material presented. The period of review should not exceed 5 working days from the receipt of the request from the teacher in the form of a formalized report. Once it is confirmed that academic dishonesty has been committed, appropriate action should be taken.

In the next stage, the Mentor should inform the parents of the outcome of the investigation and the action to be taken.

It is important to understand that the measures should not only be aimed at punishment, but also at supporting the student to help him or her avoid similar misconduct in the future. Whether punitive or preventive action is taken depends on the primary/secondary nature of the breach of academic integrity:

<b>First violation</b>	<ul style="list-style-type: none"><li>• The teacher completes a report to inform the Disciplinary Commission.</li><li>• The student is provided with support in preventing dishonesty through explanatory work and provision of reference materials.</li><li>• The student is given other work which covers the same assessment criteria.</li><li>• The student receives a grade for the work with -30% of the final grade.</li></ul>
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	<ul style="list-style-type: none"> <li>Parents/legal representatives receive a warning letter (template and sample located in Appendix 4) about the consequences of violating academic honesty for the 1st time.</li> </ul>
<b>Second violation</b>	<ul style="list-style-type: none"> <li>The teacher completes a report to inform the Disciplinary Committee.</li> <li>The student does not receive a grade on the work.</li> <li>Parents/legal representatives receive a warning letter (template and sample are provided in Appendix 5) about the consequences of violating academic honesty for the 2nd time.</li> <li>The Disciplinary Committee will meet with the student and their parent/legal representative to inform them, review the report and the work undertaken after the 1st violation and warn them of the consequences of violating academic honesty for the 3rd time. The meeting should be minuted, a sample template for the minutes can be found in Appendix 3.</li> </ul>
<b>Third violation</b>	<ul style="list-style-type: none"> <li>The teacher completes a report to inform the Disciplinary Committee.</li> <li>The student does not receive a grade on the work.</li> <li>The Disciplinary Committee meets with the student and his/her parents/legal representatives to discuss the expulsion based on the decision of the Board of Teachers. The meeting should be minuted, a sample template for the minutes has been mentioned above.</li> </ul>

A record of recorded academic honesty infringements for one academic year is kept by the Vice Principal of Academic Affairs, with the assistance of tutors as appropriate. Violations are recorded in the school's student database, to which all teachers should have access in order to identify the primary/secondary nature of the violation and to take appropriate punitive/preventive action.

## 6. ACCEPTABLE PERCENTAGE OF PLAGIARISM

In order to monitor academic integrity of written work in the humanities, language and project areas it is necessary to use a text uniqueness checker. The school has the right to choose the application at its discretion, but it is recommended to use Turnitin, which has proved itself in the international educational community.

When plagiarism is checked using Turnitin, the acceptable percentage of plagiarism that is not considered a breach of academic integrity and is not subject to review by the Disciplinary Committee is:

<b>5 – 8 graders</b>	<b>not more than 30 %</b>
<b>9 – 11 graders</b>	<b>not more than 20 %</b>

## **7. RESPONSIBILITIES OF SCHOOL COMMUNITY MEMBERS**

In developing the Policy and then implementing the processes described in it, it is important to establish clearly defined responsibilities for students, teachers, administrators and parents.

Responsibilities of students:

- Carry out assignments and tests independently during assessment and take responsibility for their results.
- Avoid any form of academic dishonesty and undeserved advantage in assignments.
- Comply with the rules and requirements set out in the Academic Integrity Policy.

Teachers' Responsibilities:

- Familiarize themselves with the Academic Integrity Policy.
- Highlight the importance of academic honesty and explain the risks associated with its violation in the context of their subject.
- Provide support for students to prepare for assessment to ensure that relevant requirements are met.
- Teach students to respect intellectual property.
- Use the APA citation style. To familiarise students with the rules of citation.
- Motivate learners to express their own thoughts and create their own work.
- Understand and act on the basis that all student work that is accepted or submitted for assessment is their original work.
- Take preventative action and use appropriate means to identify plagiarism, collusion or duplication of work (Turnitin).
- Advise students and parents/legal representatives on positive academic practice.

Responsibilities of members of administration:

- Develop a curriculum for all disciplines that will enable students to gradually build habits of academic integrity.
- Provide learning support to students, teaching staff and parents.
- Supervise that students follow basic principles of academic honesty appropriate to their age.
- Ensure that all members of the school community understand the value and concept of academic honesty.
- Ensure that all members of the school community understand the value and concept of academic honesty and that they are aware of the rules and guidelines for preventing, detecting and investigating misconduct.
- Provide access to the Turnitin platform to support academic honesty.

Responsibilities of parents, legal representatives:

- Support and help children to avoid cheating, plagiarism, falsification and submit assignments in a timely manner, explaining the importance of academic honesty.
- To instill a model of respect for academic practices by discussing examples of acceptable and unacceptable behavior.
- Encourage completion of work before the deadline and foster a sense of responsibility for their work.
- Motivate their children to plan preparation for formative and summative assessment.

## Types of Academic Dishonesty

Violation	Description
<b>Cheating</b>	<ul style="list-style-type: none"> <li>• Copying work from another student, in whole or in part, with his/her permission;</li> <li>• Copying work from another student, in whole or in part, without his/her permission;</li> <li>• Accessing or possessing any material not expressly permitted during an exam, such as crib sheets, notes, books.</li> <li>• Using materials such as textbooks, notes, or formula lists during a test without the teacher's or proctor's permission;</li> <li>• Using electronic devices such as cell phones, digital cameras, data storage devices, computers, internet or other electronic devices unless expressly permitted by the teacher or proctor for the required coursework;</li> <li>• Assisting other students during work unless expressly permitted by the teacher/proctor;</li> <li>• Allowing another student to copy from your test or homework. The student is responsible for making his or her work inaccessible to other students;</li> <li>• Forwarding one's work to other students, except as permitted by the teacher/ proctor;</li> <li>• Passing answers and other unauthorized material to another student;</li> <li>• Whispering and talking to one another;</li> <li>• Failing to complete the student's assigned portion of work during paired or group work.;</li> </ul>
<b>Plagiarism</b>	<ul style="list-style-type: none"> <li>• Partial or full use of other people's words, ideas, works, statistical data without proper attribution;</li> <li>• Presenting work done by another person (another student, teacher, friend, family member, etc.) as one's own;</li> <li>• Buying work from others and presenting it as your own;</li> <li>• Paraphrasing other people's words, ideas, and works without proper attribution;</li> <li>• Facilitating plagiarism in various ways (passing on work to others, helping another</li> </ul>



	<p>person to represent another person's work as his or her own);</p> <ul style="list-style-type: none"> <li>• Using someone else's verbatim formulation of words, ideas and works without using quotation marks;</li> <li>• Using a translation of a passage, paragraph, or entire work in your paper without citing the source;</li> <li>• Misquoting a source or citing a source in a style not agreed upon by the teacher.</li> </ul>
<b>Duplicate Submission</b>	<ul style="list-style-type: none"> <li>• Full or partial duplication, resubmission of already graded work for different grade components or within different disciplines.</li> </ul>
<b>Collusion</b>	<ul style="list-style-type: none"> <li>• Doing work for another student;</li> <li>• Two or more students working together on an individual assignment;</li> <li>• Any other kind of help which is not permitted by the teacher;</li> <li>• Passing and discussing the content of assessed work with students from other classes after it is completed and receiving such information.</li> </ul>
<b>Academic Misconduct</b>	<p style="text-align: center;"><b>Falsification of Data and Marks:</b></p> <ul style="list-style-type: none"> <li>• Forgery of the document, one's own and others' marks in graded papers, transcripts, grading registers, and other documents and software containing grades;</li> <li>• Forging parents' signatures;</li> <li>• Dishonesty in reporting results such as fabrication of data;</li> <li>• Destroying the property of others (papers, student's graded work);</li> </ul> <p style="text-align: center;"><b>Unauthorized access and stealing of information, materials:</b></p> <ul style="list-style-type: none"> <li>• Gaining access to the exam material prior to the graded assignment with the help of another student, teacher etc.;</li> <li>• Using another person's electronic identification without his/her permission;</li> <li>• Trespassing and/or stealing materials from other students, teachers or the library. This includes (but is not limited to) stealing: academic materials, answer keys, copies of tests or graded papers; materials from a teacher's or staff member's desk, computer</li> </ul>

	<p>(for example, copying or downloading electronic information);</p> <ul style="list-style-type: none"><li>• Giving and/or distribution of the above stolen materials to others;</li><li>• Receiving/accepting the above stolen materials.</li></ul>
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### Appendix 3

#### **Minutes of the Disciplinary Committee meeting with the student and his/her parents/legal representatives**

Date of Meeting:

Present:

Absent:

Purpose of the meeting: to inform the student of the second violation of academic integrity, the resulting consequences, and to prevent possible risks in a timely manner if the following similar violations are reported

No	No. Student name and grade	Risks
1		
Discussion:		
Decision taken:		

Familiar with protocol:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Appendix 4

## **Sample letter to parents**

**Dear Almazov Berik Kuanyshevich**

With this letter we inform you that on September 20, 2022 at the lesson of the Russian language and literature by the student of 7 "C" class: Almazov Almaz Almazovich, the academic honesty has been broken.

Type of learning activity: Midterm (summative assessment for the section) "Dunya's letter to her father, Samson Vyrin". Students write a letter to her father, Samson Vyrin, on behalf of Dunya, one of the heroines in Pushkin's story "The Station Ranger," in which they need to reflect on their life in St. Petersburg, share their experiences and thoughts, explain the reason they ran away and ask for forgiveness, based on their knowledge of the text, and apply pictorial and linguistic means.

An act of violation of the Academic Integrity Policy in this situation is the deliberate presentation of someone else's idea as one's own between students of 7 "C" grade Almazov Almaz Almazovich and Serikov Serik Serikovich.

**In accordance with the abovementioned Academic Integrity Policy, the school's academic department has taken the following actions:**

1. Students in grade 7 "C" Almazov Almaz Almazovich and Serikov Serik Serikovich have been given the opportunity to retake the Midterm on September 24, 2022 at 3:15 pm in room 302. outside of class time. It is important to note that the work will be graded in such a way that the points received by students will not be reduced or annulled because students have not previously violated academic integrity.

The assignment for the retake will be the same material - A.S. Pushkin's story "The Station Ranger", with the content changed and the grading criteria retained.

The educational department of the school conducted explanatory work with students to help them not to repeat such violations in the future.

1. It is important to caution that in the case of a repeated violation of academic integrity, regardless of discipline, the work will be revoked and a face-to-face meeting will be scheduled with the student's parents/legal representatives.

**Kind regards, school administration.**

**Letter template to parents/legal representatives warning of the consequences of violating academic integrity for the 2nd time**

**Dear NAME**  
**parent/legal representative**

This letter informs you that on \_\_\_\_ (date) \_\_\_\_ in class \_\_\_\_ name of discipline by student \_\_\_\_ class, lit: \_\_\_\_ student's name \_\_\_\_, academic honesty was violated.

Type of learning activity: \_\_\_\_ indication of the type of assessment (Midterm, Final test, exam work) and explanation of the essence of the assignment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The act of violating the Academic Integrity Policy in this situation was an explanation of the fact that there was a violation of academic integrity \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

In accordance with the abovementioned Academic Integrity Policy, the following actions were taken by the school's academic department:

1. a description of the action taken according to the primary/secondary nature of the violation \_\_\_\_\_  
\_\_\_\_\_.

2. A warning of more serious consequences in the case of a second/third violation of academic integrity \_\_\_\_\_  
\_\_\_\_\_.

**Kind regards, School Administration**