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LYCEUM

"Shirakatsy Lyceum" International Scientific-Educational Complex

PRIMARY SCHOOL ACADEMIC INTEGRITY POLICY

ROUND SQUARE

WE ARE A CIS INTERNATIONALLY ACCREDITED SCHOOL

Academic integrity is a combination of values and skills that foster honesty, fairness and integrity in every student.

"Academic integrity" means to comply all the academic work excluding plagiarism, fabrication or falsification, copying, and deception.

1. The purpose of the document of Academic Integrity Policy

The purpose of the Academic Integrity Policy is to establish and maintain an honest, fair, impartial, and trustworthy learning environment. This environment is designed to encourage all learners to demonstrate integrity and responsibility in their actions while showing respect for the ideas and work of others.

2. Academic misconduct

By academic misconduct we mean:

- Plagiarism
- Deception
- Duplication or copying
- Cheating

3. Violations and responsibilities at the Primary School

In case of academic misconduct the following steps are implemented:

- The teacher conducts a conversation with the student (if necessary, also the parent) during which the roles and responsibilities contained in the policy are discussed.
- The student is given one more chance to work on the assignment. In this case, the first assignment is not assessed.
- The assessment results are reviewed.

4. Those who are responsible for the academic integrity

- *The school*
- *Teachers*
- *Students*
- *Parents*

4.1 The role of the school in providing Academic integrity is:

- To develop and establish principles of the policy of academic integrity
- To ensure that the Lyceum Community has access to the document and organize regular workshops for parents, students, and the staff.
- To highlight the role of the librarian in the process of formation of the academic integrity behaviour.

4.2. The role of the teacher in the provision of Academic integrity is:

- To participate and actively contribute to the development and revision of the document of academic integrity.
- To introduce the academic integrity policy to students.
- To instill IT skills and ensure that students have acquired them.
- To demonstrate behavior of academic integrity as well as its importance (provide the links of the images, texts, articles, etc, have a reference list in case of citing)
- Teach students to formulate and express their own ideas, to design their own work, and not to duplicate or copy from others.
- Be consistent and highlight not only the final result but also the whole learning process.

4.3. Parents' role in the provision of Academic integrity is:

- To be familiar with the policy of academic integrity.
- To demonstrate academic integrity and be consistent with the academic integrity policy that is applied at school.
- To encourage their children when they demonstrate the behavior and the rules of academic integrity.

4.4 .The Primary School students' role in the provision of academic integrity according to the age peculiarities see in the following table.

Kindergarten	Academic integrity policy is explained not through the introduction of rules but through the implication of the simplest examples. Students aged 3 to 5 should: • accept the fact their parents/adults have helped to accomplish any piece of assignment • demonstrate their knowledge in their own words without using their friends' exact words or ideas • understand that copying the same image, actions or using the same words is unacceptable and will be considered an act of academic misconduct.
The 1st graders	• Should not lie • Should try to hand in high quality work • Should appreciate their own work • Should not copy • Should participate in group work appreciating and highlighting the importance of everyone's role in the group • Should not refer to "I" and "my" every time while speaking • Should paraphrase the information.
The 2nd graders	• Should write the references to the book, cite all the sources with the help of an adult (The author's name, title, page, ...) • Should use several sites they are familiar with, cite the links /website with the help of an adult. • Should not copy. • Should have their own opinion while participating in group work, should not present their friends' ideas as their own. • Should cite others' ideas in reported speech. • Should use the academic integrity tools such as worksheets that are implemented by the school. • Should be responsible for their own work and learning.
The 3rd and 4th graders	• Should cite all the sources that were used according to the MLA standards. • Should avoid duplicating. • Should not copy. • Should warn their friends against academic misconduct. • Should highlight the idea of "we" and "our" when participating in group work. • Should be familiar with the school academic integrity policy document. • Should not present others' ideas as their own. • Should understand that plagiarism is deceitful. • Should rewrite the passage in reported speech when citing from various sources. • Should highlight the importance of their own ideas and points of views in the summative assessment tasks such as a report, oral presentation, the PYP Exhibition, and others.

5. Links with other Policies

The Academic Integrity Policy does not operate in isolation but is closely linked to other policies that regulate teaching and learning, assessment, and student well-being.

This policy should be considered in conjunction with the following documents:

- **Assessment Policy** – defines assessment principles and procedures, emphasizing criterion-referenced assessment and evidence of learning.
- **Inclusion Policy** – ensures that all students have equal opportunities to demonstrate their learning, with appropriate adjustments and support that reduce the risks of academic dishonesty.
- **Language Learning Policy** – establishes expectations for language learning and communication.
- **Child Protection Policy** – reinforces the school's responsibility to respect students' rights and dignity, including the ethical treatment of their work and intellectual contributions.
- **Complaints Policy** – describes the procedures through which students and parents can raise concerns related to fairness.

6. Organizational Work

- The **Academic Integrity Policy** document is published on the Lyceum's website and is accessible to the entire school community.
- The **Academic Integrity Policy** document is reviewed every two years, and additionally as needed, by the school's educational community.

Review Log

Period	Reviewed by	Main Changes
2024–2025 academic year	PYP Coordinator, PYP Teachers	IB requirements have been localized, including clarification of the connection with other school policies.
June 2022	PYP Coordinator, PYP Teachers	Teachers' feedback regarding the requirements presented to students has been taken into account.

References:

- International School of Nur-Sultan. (2019). *Academic honesty policy*.
- International Baccalaureate. (2020). *Programme standards and practices*. International Baccalaureate Organization.
- International Baccalaureate. (2018). *From principles to practice*. International Baccalaureate Organization.
- International Baccalaureate. (2019). *Academic integrity*. International Baccalaureate Organization.
- International Baccalaureate. (2016). *Academic honesty in the IB educational context*. International Baccalaureate Organization.

Sources of Support note

The review committee acknowledges the use of AI-assisted tools (e.g., ChatGPT by OpenAI) during the review process, specifically to support language refinement and clarity. All substantive content and decisions were determined by the school's policy team.