ACADEMIC INTEGRITY
POLICY

Beijing Royal Experimental School
Primary Years Program

Updated in April 2025

BRES Mission Statement

The vision of Beijing Royal Experimental School is to cultivate global citizens who have both an international perspective and a great appreciation and love of Chinese culture.

The school strives to best utilize both local and international resources to include all students and staff in the learning community. We encourage teachers and students to explore global issues so that they will become lifelong learners who are eager to inquire and also eager to take proactive action.

Teaching and learning enable students to build diverse subject knowledge and holistic approaches to learning. Learners innovatively apply knowledge in practice and experience diverse cultures, thereby bringing the society closer to individuals, and the world closer to the school. It is believed and expected that empowered students will have the opportunity and capacity to serve their community and further contribute to the creation of a better and more peaceful world.

学校使命

北京市昌平区王府实验学校秉承对多元文化的理解和尊重，培养具有国际视野，深谙且热爱中国文化的全球公民。

学校利用优质的本地及国际教育资源，基于学习者社区，为师生创设参与国际文凭项目的机会。鼓励师生探索全球性话题，培养具有探究精神并积极展开行动的终身学习者。

师生在教与学中共同探索学科知识，构建高阶理解，勇于实践与创新，体验多元文化。从而缩小个体与社会、校园与世界的距离，使学生未来有机会且有实力肩负起为社会服务的使命，为开创更美好、更和平的世界贡献力量。

Beijing Royal Experimental School
IB Primary Years Programme
Academic Integrity Policy

Introduction

Academic integrity is essential to building a fair, respectful, and honest learning environment. For our young learners in the PYP, this means understanding and practicing honesty in all aspects of their learning journey. Students, teachers, and parents/guardians work together to create a culture of trust and responsibility, ensuring that the work produced is authentic and reflects individual effort.

Principles

The PYP community is expected to:

- Act honestly and fairly in all learning activities.
- Submit original work that reflects their own thinking and creativity.
- Respect the ideas and work of others by giving credit when using their contributions.

Students are encouraged to:

- Use books, websites, and other resources responsibly.
- Acknowledge the sources of their ideas, pictures, or any other borrowed materials using simple methods (e.g., "This picture is from [source]").
- Work collaboratively only when permitted and ensure their contribution is authentic.

Academic Malpractice

Academic malpractice in the PYP refers to any behavior that compromises honesty and fairness. Common examples include:

- Copying: Using another's work or ideas as your own without acknowledgment.
- Collusion: Allowing others to copy your work or working together when not allowed.
- Misrepresentation: Pretending someone else's work is your own.

Roles and Responsibilities

School Leadership Team:
- Create and maintain a supportive environment for academic honesty.
- Provide resources and training for staff to instill academic integrity values.
- Communicate the importance of academic integrity to parents and guardians.

Teachers:
- Model integrity by giving credit to resources and ideas during teaching.
- Teach students how to acknowledge sources using simple, age-appropriate methods.
- Guide students in distinguishing between their own ideas and borrowed ones.
- Design learning activities that promote authentic work.
- Provide clear guidelines and examples of acceptable practices.

Students:
- Complete all assignments with honesty and effort.
- Respect others' work by acknowledging the source of borrowed ideas, pictures, or information.
- Work collaboratively only when allowed by the teacher.
- Ask for help when unsure about academic honesty expectations.

Parents/Guardians:
- Support the school's academic integrity policy.
- Encourage honesty and fairness at home.
- Reinforce the importance of completing assignments authentically.
- Guide children to seek help from teachers when they encounter challenges.

Teaching Academic Integrity Skills

The school ensures that all students understand academic integrity through age-appropriate instruction:

Grade 1-2:

- Understand basic concepts of honesty and fairness.
- Recognize the importance of honesty and giving credit for others' work.
- Learn to explain where a picture, idea, or story came from.
- Develop simple referencing skills (e.g., "This idea is from [book/website]").

Grade 3-4:

- Develop simple referencing skills (e.g., "This idea is from [book/website]").
- Understand what is allowed in group work and collaboration.
- Learn to avoid copying directly from books, friends and website. Write it in your own words.

Grade 5:

- Practice evaluating resources for credibility and relevance.
- Write simple bibliographies with guidance (e.g., listing books and websites used).
- Develop an understanding of plagiarism and how to avoid it.

Offenses and Consequences

If a student is found engaging in academic malpractice:

- The teacher will discuss the issue with the student, explaining why the behavior was inappropriate.
- The student may be asked to redo the assignment authentically.
- Parents/guardians will be informed if the issue persists.
- The focus will remain on teaching and learning rather than punishment.

Reference Format

At the PYP level, students use a simplified referencing system, guided by teachers and librarians. For example:

Grade 1
Print Resources
Books: Book Title.
Magazines: Magazine Title
Encyclopedias: Encyclopedia Name
Websites: Article Title. Website Title.

Grades 2-3
Print Resources
Books: Author,   Book Title, page number
Magazines: Author, Magazine Title, page number
Encyclopedias: Author, Encyclopedia Name, page number
Websites: Author, (Article Title. Website Title.), page number

Grades 4-5
Print Resources
Books: Last, F. M. (Year). *Book Title*. Publisher.
Magazines: Author Last, F. M. (Year, Month Day). Article title. *Magazine Title*. URL (if applicable)
Encyclopedias: Author Last, F. M. (Year). Article title. In *Encyclopedia Name* (edition, if applicable). Publisher. URL (if applicable)
Websites: Author Last, F. M. (Year, Month Day). Article title. *Website Title*. URL Accessed: Month Day, Year.

Policy Review

The Academic Integrity policy was reviewed by the following committee members from the PYP department.

Group Members:
1. Cheng Dan – Head of School / Principal
2. Reetika Jain – Head of Academics / PYP Coordinator
3. Zhang Han (Hannah) (Assistant Coordinator)
4. Xue ChuChu - Homeroom Teacher Grade 1
5. Van Niekerk Arno Launé (Loy)– Grade Level Leader, Homeroom Teacher Grade 2
6. Van Niekerk Gerhard Roché (Roy), Homeroom Teacher Grade 2
7. Xu Mingming (Tracy) - Homeroom Teacher Grade 2
8.Yanzhu Zhu (Victoria) – Grade Level Leader, Homeroom Teacher Grade 3
9. Richards Angela Antonia - Homeroom Teacher Grade 3
10. Lenihan Cory Francis (Cory Lenihan), Homeroom Teacher Grade 3
12. Mobara Farouk (Mobi) - Homeroom Teacher Grade 4
13. ShenKuo (Zachary) - Homeroom Teacher Grade 4
14. Zhang Lei (Jessie) – Subject Teacher Grade 4

This Academic Integrity policy will be reviewed at the commencement of each academic year by the committee involving a team of returning and new teachers under the supervision of respective leadership members. This policy is reviewed annually to ensure it remains relevant and supportive of our PYP community's needs.

北京市昌平区王府实验学校国际文凭小学项目

学术诚信政策

一、引言

　　学术诚信是构建公平、尊重、诚实学习环境的基石。对 PYP 阶段的学习者而言，这意味着理解并在学习全过程践行诚信原则。学生、教师与家长/监护人需携手创建信任文化，确保课业成果真实反映个人努力。

二、基本原则

　　PYP 社区全体成员应：

- 在所有学习活动中保持诚实公正
- 提交体现个人思考与创意的原创作品
- 尊重他人成果，使用外部素材时明确标注来源

　　学生应做到：

- 负责任地使用书籍、网站等资源
- 用简易方式标注引用来源（如"此图片来自[来源]"）
- 仅在允许情况下开展合作学习，并确保个人贡献的真实性

三、学术不端行为

　　PYP 阶段学术不端行为包括但不限于：

- 抄袭：未经授权使用他人成果
- 共谋：允许他人抄袭或违规合作
- 盗用：冒用他人作品

四、角色与责任

1.校领导团队：
- 创建支持学术诚信的环境
- 为教师提供相关培训与资源
- 向家长传达学术诚信重要性

2.教师：
- 示范规范引用行为
- 教授适龄的引用方法
- 指导学生区分原创与引用内容
- 设计促进原创的学习活动
- 提供清晰的行为范例

3.学生：
- 以诚信态度完成课业
- 尊重他人学术成果并规范标注引用内容
- 仅在教师允许时开展合作
- 对存疑事项主动寻求指导

4.家长/监护人：

- 支持学校学术诚信政策
- 在家庭环境中倡导诚实守信
- 鼓励孩子独立完成课业
- 引导孩子遇到困难时寻求教师帮助

五、学术诚信技能培养

学校通过适龄化教学确保所有学生理解学术诚信。

1-2 年级：

- 理解诚实与公平的基本概念
- 认识诚信的重要性及尊重他人劳动成果
- 学会说明图片、观点或故事的来源
- 学会说明素材来源（如"这个想法来自[书籍/网站]"）

3-4 年级：

- 掌握引用方法（如"这个观点引自[书籍/网站]"）
- 明确小组合作中的行为准则
- 避免直接照搬书籍/同学/网络内容，学会用自己的语言表达

5 年级：

- 实践评估资源的可信度与相关性
- 在指导下完成简易参考文献（如列出使用的书籍和网站）
- 建立对抄袭的认知并掌握规避方法

六、违纪处理

如发现学生存在学术不端行为：

- 教师将与涉事学生面谈，说明其行为不当之处
- 学生可能被要求重新独立完成作业
- 若问题持续存在，将通知家长/监护人
- 处理重点始终在于教育引导，而非单纯惩戒

七、参考文献格式规范

在 PYP 阶段，学生将在教师和图书管理员的指导下使用简化引用系统，例如：

1 年级：

图书：《书名》

杂志：《杂志名》

百科全书：《百科名称》

网站：文章名，《网站名》

2-3 年级：

图书：作者，《书名》，页码

杂志：作者，《杂志名》，页码

百科全书：作者，《百科名称》，页码

网站：作者（文章名.《网站名》），页码

4-5 年级：

图书：姓, 名首字母，(年份)，《书名》，出版社

杂志：姓, 名首字母，(年月日)，文章名，《杂志名》，网页地址(如有)

百科全书：姓, 名首字母，(年份)，条目名，《百科名称》(版次)，出版社，网页地址(如有)

网站：姓, 名首字母，(年月日)，文章名，《网站名》，网页地址访问日期，年月日

八、政策修订与审查

　　每学年开学初，在相关领导成员的监督下，由委员会进行审议。该政策实行年度审查机制，以确保其持续符合 PYP 教育社区的发展需求，并为师生提供有效支持。

　　2024-2025 学年本政策由 PYP 学部相应委员会审议通过，修订成员名单略。