

**MODERN HIGH SCHOOL FOR GIRLS  
KOLKATA  
ACADEMIC HONESTY POLICY**

Academic honesty is integral to the ethos of Modern High School for Girls and underpins all teaching, learning, and assessment practices. The School promotes ethical academic conduct at all levels and maintains a zero-tolerance stance towards proven academic misconduct.

1. Scope and Expectations

The School provides age-appropriate guidance to develop academic integrity progressively:

- Classes 3 to 5: Work must be in students' own words; assistance acknowledged; basic use of quotations and bibliographies.
- Classes 6 to 8: Honest completion of work; clear acknowledgement of all sources; accurate referencing; inclusion of structured bibliographies.
- Classes 9 to 12: Submission of original work; full acknowledgement of support and sources; adherence to CISCE regulations; consistent use of formal referencing conventions (MLA/in-text citations/bibliographies).

2. Communication

This policy is communicated through Parent-School interactions, Student and Staff Diaries and the School website. Compliance is mandatory.

3. Academic Honesty

Academic honesty requires integrity in all academic tasks, including authentic work, proper attribution of sources and adherence to examination protocols, with due respect for intellectual property.

4. Academic Misconduct

Academic misconduct includes plagiarism, collusion, duplication of work, unfair advantage, and all forms of malpractice. Any act that compromises the integrity of assessment constitutes a violation.

- Plagiarism: Presenting another's work or ideas as one's own, whether deliberate or due to inadequate acknowledgement.
- Collusion: Facilitating or permitting another student's misconduct.
- Duplication: Submitting the same work for multiple assessments without prior approval.
- Unfair Advantage/Malpractice: Any action that confers undue advantage or violates examination protocols.
- Use of AI tools: Submitting work generated wholly or in part through the use of artificial intelligence tools without explicit acknowledgement constitutes academic misconduct.

## 5. Consequences of Misconduct

Action shall be proportionate to the nature, severity, intent, and recurrence of the offence:

- Level 1 (Minor): Warning; re-submission; guidance; parent intimation if required.
- Level 2 (Moderate): Reduced/zero marks; written record; parent meeting.
- Level 3 (Major): Zero for component; formal disciplinary record; possible withdrawal of internal assessment credit; parent meeting with School leadership.
- Level 4 (Gross): Disqualification; reporting to CISCE where applicable; suspension or further disciplinary action, including expulsion.

## 6. Roles and Responsibilities

- Faculty: Teach and reinforce academic honesty; distinguish collaboration from collusion; require recognised citation practices; ethical usage of AI tool ,report misconduct.
- Students: Submit authentic work; acknowledge all sources of use of AI tools for research ; follow citation norms; seek clarification when required; report known misconduct. Non-reporting constitutes a breach.
- Administration: Ensure consistent implementation; investigate all cases; communicate expectations; provide training and resources.
- Parents/Guardians: Reinforce academic honesty; monitor external assistance; engage with the School where concerns arise.

## 7. Compliance

All stakeholders are required to adhere to this policy. Non-compliance, once established, shall invite disciplinary action in accordance with School and CISCE regulations.

*The School reserves the right to determine the level of breach based on contextual evaluation.*