



# Arise Parent & Student Handbook/Agreement

**Our Mission:** To assist UK & European families in building strong foundations and create a life-giving, nurturing, Christian home education learning environment.

## **Our Commitment:**

- We will partner with parents and students to provide unique, educational and engaging learning opportunities that uphold our mission.
- Communicate with parents about curriculum and courses.
- Provide an academic calendar each year outlining start and end dates of each semester.
- Respond to individual queries/correspondence in a timely fashion.
- Inform parents of any incidence of inappropriate behaviour or actions by their student as outlined in the Student Honour Code.
- We are committed to adhere to the [Safeguarding Policy](#).

## **Parents Commitment:**

- Communicate with tutors and staff any important information about their student that would assist in ensuring a positive experience in line with the Arise Home Education Mission.
- Ensure their students attend live online classes regularly,
- Assist their students in adopting appropriate online behaviour as outlined in the Student Honour Code.
- Communicate with tutors & staff in the event of an absence in order to ensure that coursework is completed and submitted in a timely manner.

## **Student Commitment:**

- Uphold tenets as outlined in the Student Honour Code
- Attend and actively participate in live online classes.
- Submit assignments in a timely manner.
- Communicate with tutors and staff in the event of an absence.

Failure to adhere to the relevant parts of the student honour code will have the student removed from the live Zoom class and the tutor should contact the parents concerning the incident and include [Arise@AriseHomeEducation.com](mailto:Arise@AriseHomeEducation.com) on all correspondence.

## Parent & Student Expectations

- Parents and students are expected to agree to the [Statement of Faith](#) and their role in committing to their success (see above) with Arise Home Education during the enrolment process.



- Students are also expected to agree to and follow the [Student Honour Code](#). Parents are expected to be aware of the Student Honour Code and ensure their students are adhering to it.
- Students are expected to have cameras on for the majority of class sessions and to dress appropriately for live classes.
- Immodest dress will result in the student being asked to log out and return in more appropriate clothing.
- Students are expected to attend weekly live sessions and complete assignments by the due dates set. If a student misses 2 live sessions or does not turn in homework for 2 weeks (and tutors have not been informed in advance that they will be absent), the parents will be contacted.
- Parents (not the student) are expected to communicate absences to the tutor for all students under the age of 16.

## Anti-Plagiarism & AI Usage Policy

Arise Home Education follows the [definition and guidelines concerning plagiarism](#) as outlined by Oxford University. Including:

“Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgment.”

“Artificial intelligence (AI) can only be used within assessments where specific prior authorisation has been given, or when technology that uses AI has been agreed as reasonable adjustment for a student’s disability (such as voice recognition software for transcriptions, or spelling and grammar checkers). You should acknowledge your use of AI as part of the assessment submission and use a formal declaration in the format prescribed by the assessment setter.” (tap the link above for a complete explanation).

Our definition of assessment includes all homework assignments for live class participation or those submitted for review and marking by the tutor out with of the live sessions.

If a student has been suspected of plagiarism or unauthorised use of AI for an assignment the following steps will be taken.

- The tutor will confirm plagiarism or the use of AI via a [detector resource](#). The tutor will then correspond with the student, parents, and Arise concerning the matter making recommendations on whether or not it is possible to re-do the assignment or if the assignment will receive a reduced score (in the case where the whole assignment is not in question).



- If additional situations arise where there is ongoing or repeated plagiarism, or unauthorized use of AI in any assignments - including those in other Arise classes, parents will be asked to physically sign off (written signature) on each assignment for the remainder of the course.
- If plagiarism or the unauthorised use of AI is found among several courses, each assignment for each course will need to be signed off by a parent. The purpose of this is that the parent (who as home educators is responsible for the education of their children) is giving proof that the student has completed the work themselves and is upholding the honour code of "I will complete my coursework with Christian integrity. I will not lie, cheat, or plagiarise."

As a last resort, if the above efforts do not result in a positive outcome for proving the student has completed their assignments without plagiarism or the unauthorised use of AI, students will be removed from the course(s) impacted. There will be no refund for these courses.

## Arise - Ai Student Usage Guidelines

Specific guidelines governing AI usage in Arise Home Education classes and clubs include:

1. **Originality Requirements:** All submitted work must be your own original thought and research.
2. **Permitted Uses:** AI can generally be used for grammar, spelling check, word count, etc (features that are already in Google Docs). *With permission from tutor and Arise Admin.*, AI may be considered appropriate for learning assistance, idea generation/organisation. However, the first step is to talk with your tutor, parents, responsible adults about your ideas, goals, and challenges of an assignment. Do not use AI to solve a problem you should be discussing with a parent or tutor.
  3. *In extraordinary circumstances*, AI usage may be granted by the tutor for specific, unique assignments/ projects/ presentations/reports.
4. **Strict Prohibitions:** You cannot use AI to generate actual essays, homework assignments, presentations, or written text, music or images, etc. Nor to proofread or edit for improvement any of your assignments, as this undermines the originality of your work. Ask a parent to proofread your content if you need additional support prior to submission.
5. **Citation:** If you have been given permission to consult AI for any reason, you must explicitly declare its use and cite it properly in your bibliography or reference list.
6. **Penalties:** Suspected AI-abuses are handled via Arise's academic misconduct/AI Usage policy found in the Parent/Student Handbook & Student Honour Code, which can result in a mark of zero for the assignment, up to removal from class(es).



**Conclusion:** Students and parents are advised to consult their specific course syllabus **and tutor** for precise details on how AI can be utilized for specific assignments.

## Marking and Tutor Communication Expectations

*Tutors are able to arrange their class marking as best suits the class, but below is the minimum requirement. Please ensure you and your student understand the expectations of your course by communicating directly with the tutor.*

All classes should have a minimum of:

- **Weekly participation points for live sessions** (the default is 100 points).
- **4 graded assignments** (past papers, unit exams, projects, etc.) per year
- **places where other 'ungraded' work is turned in**, so there is proof students are doing the work. This creates a place for them to communicate if they need help with a concept, etc.
  - These assignments can be set with a due date but no grade/mark is given.
  - Tutors can turn off submissions for assignments as is reasonable for their class. Parents and students should communicate regularly with tutors concerning expectations. Not all tutors use this feature and might come as a surprise to students.
- **3 short messages sent to parents** (after each of the 4 graded assignments), indicating the students' current status/progress and any concerns.
- **1 Final summary statement that will be sent with the 'Certificate of Completion' and % grade for the class.**

## Concerning Exam Prep

- It should be indicated at the beginning of the Year (at enrolment) which classes (if any) the student will be sitting exams in that year and in the upcoming.
- If students need extra tuition sessions to improve their grades, then organising additional [private tuition](#) sessions (at an additional fee) can be organised.

## Final Grades & Student Reports

Whether a student is sitting an exam or not, they will receive a certificate of completion with their final grade for the course. For single semester courses, this will be compiled at the end of the semester, for full year courses, it will be completed at the end of the academic year.



Student reports & certificates will be issued in a timely manner by Arise staff when marking and summary statements have been completed by the tutor.