



# All Gifted High School

Learner Handbook

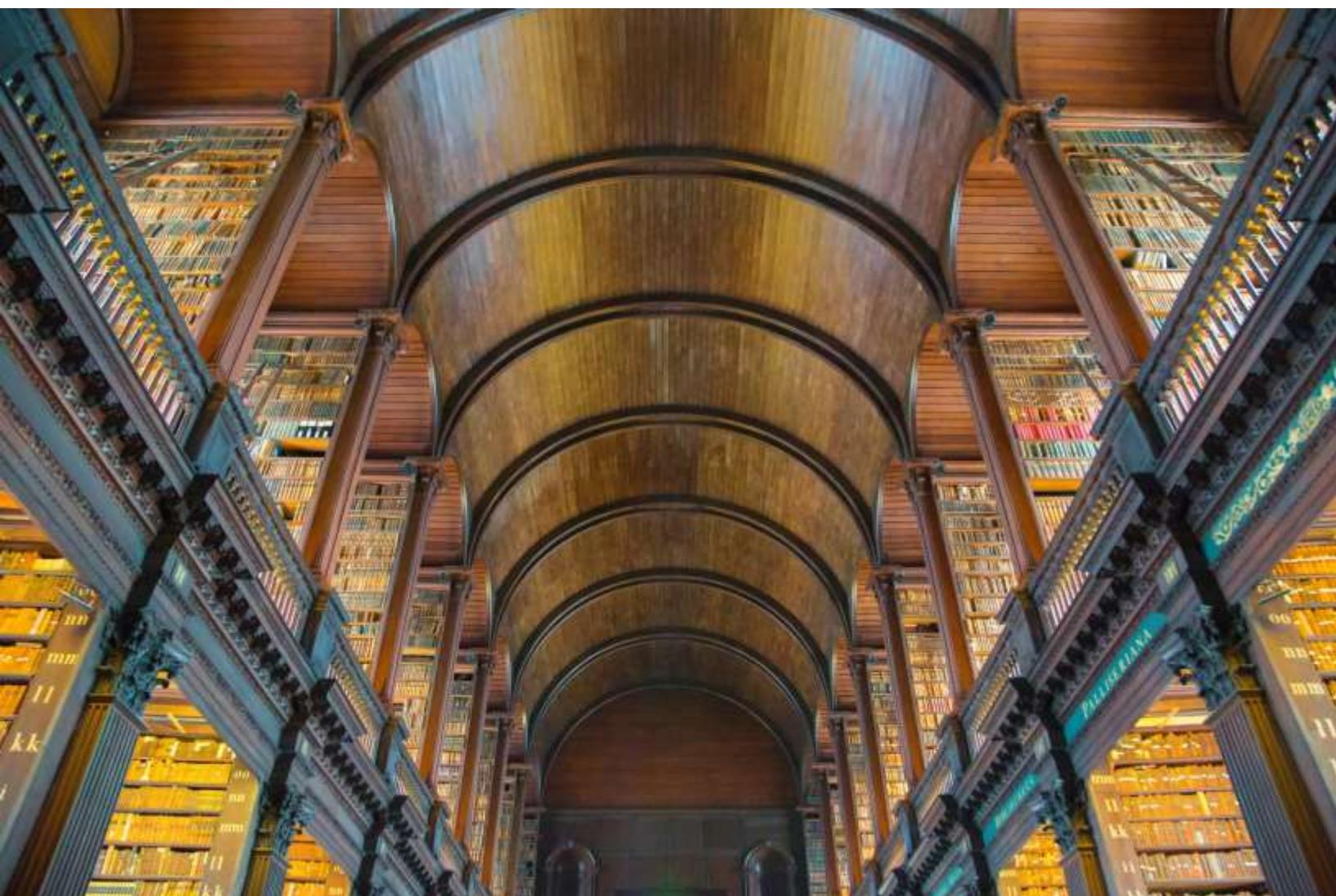
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## MISSION OF ALL GIFTED HIGH SCHOOL

As the premier online high school in the Asia Pacific, we are helping students achieve their goals of high school graduation and beyond by giving them a strong foundation to progress further in education and life.

## ALL GIFTED'S CORE BELIEFS

- All Gifted believes that everyone is gifted, albeit differently.
- All Gifted believes that all learners, regardless of their past history with education, deserve a high quality, flexible way to learn content in a rich, supportive, online environment.
- All Gifted believes that learning is active and not passive. That digital content can be rigorous and challenging, but can help learners exceed their own expectations for learning.
- All Gifted believes that content is not departmental - content must be integrated to be meaningful - to provide meaningful learning for learners.
- All Gifted believes that improvement is continuous and that All Gifted's existence is critical for learners who need to be challenged and need to be provided with the support necessary to be part of a high performing world outside of All Gifted.

## STANDARDS IN PRACTICE AND IN COURSE DEVELOPMENT

The courses at All Gifted are aligned to the best practices in standards education, and are intended to provide a strong foundation for graduates entering into colleges and universities. All Gifted has researched individual state standards as well as the Common Core State Standards (CCSS), and the Next Generation Science Standards (NGSS), as well as Industry Standards, in order to determine the extent to which our current content is aligned to research based best practices in learning overall and in digital learning. We have concluded that the best approach is to integrate practices with skills in order to develop content modules that are reflective of the highest quality digital learning accessible. There are CCSS currently in place for Mathematics and English Language Arts. The Literacy Standards for History/Social Studies and for Science are embedded in All Gifted's rubric. All Gifted supports the growth of learners as writers, through research-based best practices through module 0 of the English Language Arts/Reading courses, and through presentation requirements.

## NON-DISCRIMINATION POLICY AT ALL GIFTED

All Gifted High School does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act of 1990.

## THE PURPOSE

The purpose of this Learner Handbook is to provide both learners and parents a clear understanding of the graduation requirements and other policies at All Gifted High School. Hopefully, the course descriptions and information contained herein will enable learners to make more informed decisions concerning their future educational plans. It is a further aim that parents (where applicable) review the information contained in this handbook and become more involved in the important educational decisions to come. If there are questions or concerns that cannot be answered through the information given in this handbook, please contact us at [info.allgifted@gmail.com](mailto:info.allgifted@gmail.com).

## TYPES OF LEARNERS

Full time - Full time learners are learners who are formally enrolled into the All Gifted High School in grades 6-12 and are on the annual tuition plan.

Part-Time - Part-time learners subscribe and pay per course. Part-time learners include credit transfer learners who are taking courses at All Gifted to transfer back to another school and those who are seeking enrichment.

For those who are transferring credits back to another school, upon completion, the credit (official transcript) is mailed to the learner's high school.

## TUITION AND FEES

Learner Type	Tuition Option/Description	Amount
Full Time Learners	Annual Tuition Full Payment Covers 12 months or 10 credit whichever comes first.	S\$8800
Part Time Learners	Tuition per full credit course Tuition per half credit course	S\$1100 S\$800
Course Retake Fee	Full Time Learners who fail a course must pay a course re-take fee to take a credit recovery course.	S\$500 per course
Course Extension Fee	Learners who require an extension into the third month.	S\$200 per course
Transcript Evaluation (Pre-Enrollment)	Learners desiring admission who would like their transcript evaluated. (the fee will be applied to the initial tuition payment if enrolled)	S\$300



## ADMISSION REQUIREMENTS AND INITIAL COURSE-TAKING LIMIT

- Prospective learners apply to All Gifted High School at <https://online.all-gifted.com/>. Although unofficial transcripts may be presented during the admissions process, official transcripts are requested and evaluated against the All Gifted graduation requirements.
- Once learners are processed and accepted for admission, they must complete the All Gifted Induction and Orientation before beginning their course work. The All Gifted Induction and Orientation is a scheduled 1-1 session for learners to understand how to maneuver around All Gifted Learning Management System, how digital learning works at All Gifted and how to use the video conference software for the 1-1 mentor sessions.
- Once a learner completes the Orientation and Induction, the learner may request one course to begin. This will be the only time that a learner is limited to one course. After that, All Gifted allows learners to take two courses (maximum) per session. One session is equivalent to two months. Please note that learners are not required to take two courses per session, this is just a maximum.
- Once admitted, and the Orientation and Induction done, the learner may begin course work. If the learner begins any day from the 1<sup>st</sup> day of the month to the 15<sup>th</sup> day of the month that learner is considered a starter as of the first day of the current month. If the learner begins any day from the 16<sup>th</sup> day of the month through the last day of the month, the learner is considered a 1<sup>st</sup> day of the next month starter. Start time determines end time in accordance with All Gifted's sessions. This allows for consistency of start time (1<sup>st</sup> day of the month), and end time (last day of the second month).

## SAMPLE - NEW LEARNER - COMPLETING ALL COURSES WITHOUT EXTENSION(S)

In the scenario below, the learner completes Orientation and Induction during the month of August, and begins with Algebra 1. Algebra 1 enters into its' second month in October, and the learner picks up English 1. That cycle continues, all the way through the end of March. Foundations of Personal Fitness would end on the last day of March. This learner will have completed all required courses for that grade level by the end of March, and then may move to the next one.



## SAMPLE - NEW LEARNER - COURSES WITH ONE OR MORE EXTENSIONS

In the scenario below, the learner completes Orientation and Induction during the month of August, and begins with Algebra 1. Algebra 1 enters into its' second month in October, and the learner picks up English 1. In November, the learner requires an extension in his Algebra 1 course, and English 1 is in its' second month. In December, the learner has completed the extend Algebra 1 course, and requires an extension in English 1; however, the learner picks up World Geography in December. Because of the extensions, this learner has completed the grade level in eight months, and by the end of April.

September 1 Algebra 1	October 1 Algebra 1 English 1	November 1 Algebra 1 - Extension English 1	December 1 English 1 Extension World Geography
January 1 World Geography Biology	February 1 Biology Spanish 1	March 1 Spanish 1 Foundations of Personal Fitness	April 1 Spanish 1 Extension Foundations of Personal Fitness

## SESSION

One All Gifted session is equivalent to two months. For example, a learner starting his or her two courses in January finishes those courses the last day of February, regardless of whether the last day of the month falls on a Saturday or Sunday. New sessions, then begin on the first day of the following month.

Learners earn the designated credit(s) in courses. Some courses are .5 credit, and some are 1 credit. The learner must earn a grade of at least 70 or better in the course, in order to earn the designated credit.

## FINAL EXAMINATIONS

Final examinations may be given as part of the learner's grade (see Grading Policy). If a learner is required to take a final examination, then the final examination may count as a substantial portion of the learner's grade. 6th, 7th, and 8th graders do not earn high school credit, unless they apply for high school credit courses such as Algebra 1. An application is made available through learner advisor, and is only granted if a learner in a lower grade has shown high competency in a subject area.

## CREDIT RECOVERY COURSES

Full time learners and part time learners may take credit recovery courses. Credit recovery courses are 0.5 - 1.0 credit, and are typically in core courses or in other required courses such as Foundations of Personal Fitness, World Languages Courses and all core areas. To qualify for a credit recovery course a learner must have previously had instruction in the course and failed the course. All credit recovery courses are set for two months (one session); however, learners may qualify for Early Completion, if all of the credit recovery requirements have been met. In other words, it is possible that credit recovery courses may be finished before the session is finished. If that is the case, the mentor will submit an application on the learner's behalf - the application is called the Early Completer Form.

Full-time learners, who fail an All Gifted course, may enter into credit recovery; however, the learner must access the advisor, and in most cases, the learner will be required to pay for the credit recovery course (if the learner is not on an annual tuition plan).

## COURSE EXTENSIONS

Learners who are unable to complete courses within the two months may apply for an extension. The extension will allow the learner additional completion time (up to the 27<sup>th</sup> day of the following month). Part time learners must pay the \$200 course extension fee. Full time All Gifted High School and Middle School learners are not required to pay the fee.

Approvals for Extension Request are processed typically by the 21<sup>st</sup> day of the month, and the learner will receive an approval notice. The only scenario in which an Extension Request will not be approved if the learner has made no progress in the course, and has had no communication with the mentor.

Telephone calls made in to All Gifted High School requesting an extension will not cause the Extension to be approved. Learners must write to [info.allgifted@gmail.com](mailto:info.allgifted@gmail.com) for an Extension Request Form. The completed form is due by the 20<sup>th</sup> day of the second month of the course.

## MAKING THE GRADE ON ASSIGNMENT, PROJECTS, AND COMMUNICATION WITH YOUR MENTOR - AKA LEARNER ENGAGEMENT

All Gifted High School's courses are intended for learners to have **substantial** interaction with mentors during the session of two months. There are daily assignments as well as end-of-module assignments that must be submitted. The learner's grade is based on the learner's timely submission of assignments. Assignments must be submitted in a timely manner so that mentors can provide appropriate feedback. A learner's assignment or project grade is based on a combination of the learner's ability to grasp the content/concepts from the module, as well as on the learner's responses to discussion items (where appropriate). Interactions (e.g. the learner responds in the forum, uploads a project, or communicates via phone or chat with the mentor) with the mentor through weekly sessions will also be a part of the learner's grade in the course.

When the mentor provides a grade and feedback, the learner is able to see the grade and feedback in the classroom area under the link, "My Progress". Using this link, learners are also able to see all assignments for the course, and should, thus, be able to create a pace for the course.

Because of the high importance that we place on a learner's ability to communicate effectively with the mentor, All Gifted will require a weekly meeting with the mentor and the learner. During the weekly meeting, a learner must demonstrate that he or she grasps the concepts in the module, and must **present** to the mentor a product demonstrating that knowledge (a Power Point, paper, video, or simply have a conversation). **Without** that weekly conversation, it will not be possible to earn a grade higher than a 70 in the course. **Please note, that skipping meetings, and then requesting that the**

**mentor have multiple meetings over multiple modules over the course of the last one or two weeks of the course, defeats the purpose of the meeting requirement.**

A course with 10 modules will have ten meetings with the mentor. These meetings do NOT take the place of submitting work and/or participating on ongoing discussion with the mentor. These meetings serve to substantially increase the grade from a 75% percent, which is the lowest grade before failing a course. What does this mean?

For example, let's say that a module has 2 assignments, a paper and a Power Point. The learner turns both of the assignments in, but cannot/will not set a time to communicate and present the paper and/or the Power Point to the mentor. Then, the learner's highest grade on each assignment maxes out at 70% (so, a 100 would convert to a 70). We cannot emphasize the fact that All Gifted needs for our learners to be able to communicate effectively in the world outside of All Gifted, and if we do not require this type of communication to occur, we are doing a disservice to our learners. A learner in this scenario would not pass the course unless he or she made a 100 on every single assignment that was turned in - that's how important this is!

Mentors will likely also require asynchronous discussion in the classroom, and learners are required to complete those requirements as well.

**Please note that this grading policy does NOT apply to World Languages courses at All Gifted.**

#### **COMMUNICATING IN THE LIVE MEETING WITH MENTOR - MORE LEARNER ENGAGEMENT**

Often mentors ask you to present a project or an assignment through a live meeting with the mentor. Live meetings occur once weekly, and utilize Blizz's video call application. The application is downloaded before or during Orientation. There should be a meeting such as this at least once weekly, if not more! The intention of this requirement, as stated above, is for the learner to learn how to communicate and present a project as a coherent sequence of ideas that have been generated, and carefully thought-through. Assignments that require this type of meeting may be (but not limited to): PowerPoint presentations; video presentations; web projects; mathematics assignments; laboratory results; Career study projects; speeches, and much more. Simple phone conversation, chat dialogue, and the like, diminish the idea of communication. Chat dialogue is ok, as is messaging, and phone conversation; however, meetings where learners present findings such as the ones mentioned here, serve to create a learning atmosphere conducive to producing learner-graduates who are well-able to communicate in the real world.

#### **GRADE ACCEPTANCE POLICY**

All Gifted High School will accept grades and credits as they are, from sending institutions (accredited). For example, if a sending school awards credit with a grade of "D" or "D+", or "D-", All Gifted will place the grade and credit as is, on All Gifted High School's transcript. Transcripts are evaluated against All Gifted High School's requirements for graduation, and against All Gifted High School's list of approved courses. If there is an F on the transcript with 0 credits, then it is entered as such. The All Gifted Registrar will contact the relevant high schools in order to formally request transcripts; however, students are encouraged to request an "informal" transcript copy in order to expedite the enrollment process.

## HALF-CREDITS IN THE TRADITIONAL SETTING

Often times, learners come to All Gifted High School at what would be the  $\frac{1}{2}$  way point in their traditional school calendar. In many instances, the sending school will have awarded  $\frac{1}{2}$  credits since those traditional dates are typically end-of-semester dates in the traditional school. Where  $\frac{1}{2}$  credits have been earned in core courses, All Gifted recommends, in most cases, that the learner re-take those courses, since All Gifted's terms are two-months long; however, learners may take  $\frac{1}{2}$  credit courses (designated as A - first semester or B - second semester), in lieu of taking the course from the beginning.

## AGS ASSIGNMENT AND FINAL COURSE GRADING

All Gifted High School uses a grading system that tops out at an A+ and ends at C-. Any grade below a 70 is a failing grade. The Grade Point Average is calculated on the transcript only, and uses the values denoted below.

The All Gifted High School Grading System is as follows:

Grade	Numerical Value	Grade Point Value on Transcript
A+	97-100	4.33
A	94-96	4.00
A-	90-93	3.67
B+	87-89	3.33
B	84-87	3.00
B-	80-83	2.67
C+	77-79	2.33
C	74-77	2.00
C-	70-73	1.67
F	69 and Below	
*D+		1.33
*D		1.00
*D-		0.67

\*Note that All Gifted High School does not award D grades, but does accept those grades, if credit has been awarded at another accredited school. If that is the case, then grade point value is awarded as shown in the table.

## How GPA IS CALCULATED?

For each course, the numerical grade (given above) is multiplied by the number of credit hours. This gives the *grade points* for the course. The grade points are totaled across all courses on the transcript and divided by the total number of credit hours on the transcript to give the GPA.

For example, given a transcript with these courses:

English, B+, 1.00

Algebra, A, 1.00

PE, B, 0.50

The GPA would be calculated as follows:

English grade points =  $3.33 * 1.00 = 3.33$

Algebra grade points =  $4.00 * 1.00 = 4.00$

PE grade points =  $3.00 * 0.50 = 1.50$

Total grade points =  $3.33 + 4.00 + 1.50 = 8.83$

Total credit hours =  $1.00 + 1.00 + 0.50 = 2.50$

GPA =  $8.83 / 2.50 = 3.53$

## BULK UPLOADING OF ASSIGNMENTS

Oftentimes learners get so engaged in the modules and assignments that they lose communication with the mentor, just because they are working so hard on assignments. At All Gifted, we have a policy regarding bulk uploading of assignments. What does that mean?

Bulk uploading means that the learner waits until the last week or last two weeks of the course, and then uploads all assignments the night before the course ends, or the night before the extension ends. Bulk uploading is not permitted at All Gifted. In order to receive appropriate and adequate response from the mentor, the learner may not upload more than one assignment per day. If there are discussion assignments in the appropriate folder(s), learners may respond, and then upload a project or a product. Bulk uploading does not pertain to discussion or engagement activities. Bulk uploading pertains only to papers, projects, products, videos, podcasts, or any of those types of activities that would require feedback from the mentor.

Assignments that are uploaded in bulk will be returned to the learner without a grade. At All Gifted, we want there to be back-and-forth communication between the learner and the mentor, and uploading multiple assignments reduces courses to nothing more than a drop box (there is no meaning to the mentor-learner relationship).

A learner's desire to just 'get done' with a course does not supersede this policy nor does it supersede the policy for learner engagement (outlined previously).

## CYBER BULLYING

### I. Introduction

Our policy against cyber-bullying is not just limited to the utilization of our internal structures; it also extends out to the utilization of social networking, insofar as that networking affects others who are part of our community. This policy outlines our stance on this issue.

### II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment
4. Retaliation against those reporting such defined behaviors; and
5. Knowing and false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to consequences.

### III. Bullying and Cyberbullying Defined

A. **“Bullying”** includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a learner or learners that:

- (1) Has, or a reasonable person would expect it to have, the effect of:
  - a) Physically harming a learner or damaging a learner’s property; or
  - b) Placing a learner in reasonable fear of physical harm or damage to the learner’s property;
- (2) Interferes with the rights of a learners by:
  - a) Creating an intimidating or hostile educational environment for the learner; or
  - b) Interfering with the learner’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or
- (3) Is based on a learner’s actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a learner’s association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above.

Examples of conduct that may constitute bullying include, but are not limited to (within or outside the confines of All Gifted’s social community):

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a learner, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

**B. “Cyberbullying”** means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

Examples of conduct that may constitute Cyberbullying include, but are not limited to:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a learner on a website or other online application;
2. Posting misleading or fake photographs or digital video footage of a learner on websites or creating fake websites or social networking profiles in the guise of posing as the target;
3. Impersonating or representing another learner through use of that other learner’s electronic device or account to send e-mail, text messages, instant messages (IM), or phone calls;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target’s e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other learners.

**C. “Retaliation”** means an act or gesture against a learner for asserting or alleging an act of bullying. “Retaliation” also includes reporting an act of bullying when it is not made in good faith.

#### **IV. Application of Policy**

- a. This policy applies to any learner, employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.
- b. This policy applies to bullying that:
  1. Takes place at our school’s website, including, but not limited to the All Gifted social areas, and the course rooms;
  2. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the learner at school as set forth in this policy’s definition of bullying.

#### **V. Reporting**

Bullying or suspected bullying is reportable by calling Mr. Kang Song Lim at +65-97391902, or by reporting it to an employee or mentor.

#### **VI. Responding**

Mr. Lim will:

- a. Promptly investigate and respond to allegations of bullying behavior;
- b. Apply disciplinary actions, which may include expulsion/removal from our school

#### **VII. Notices**

All Gifted actively monitors all interactions in the social areas, video-conference areas, and internal messaging systems.

## (NETIQUETTE POLICY) COMMUNICATION IN OUR SOCIAL COMMUNITY:

The term "netiquette" refers to the awareness of the need for a certain code of behavior (etiquette) in electronic environments (the net) ... Net + Etiquette = netiquette. Netiquette, while a general term, is complex at specific levels because there are so many different kinds of electronic environments, and so many different situations in which we may find ourselves in those environments.

All Gifted enjoys a lively social community, as well as a more formal community inside of each course room. It goes without saying that electronic communication is the way in which we communicate most often. In order to maintain high standards in our All Gifted Community (when we use the term 'community', we are referring to both our structured course rooms as well as our social community, we will all abide by these standards:

- show respect for each other, and to the mentor in the course
- respect the privacy of others
- express differences of opinion in a polite and rational way
- maintain an environment of constructive criticism when commenting on the work of others
- avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

The following list summarizes the kind of behavior that is not acceptable in our school:

### ALL GIFTED LEARNERS SHOULD NOT:

1. Show disrespect for the mentor or for other learners in the course.
2. Send messages or comments that are threatening, harassing, or offensive
3. Use inappropriate or offensive language
4. Convey a hostile or confrontational tone when communicating or working collaboratively with others.
5. USE ALL UPPERCASE IN THEIR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!!

## ACCREDITATION

### THE ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS AND THE MIDDLE STATES COMMISSION ON ELEMENTARY AND SECONDARY SCHOOLS

All Gifted High School is a member of the Association of Christian Teachers and Schools, and is a candidate for accreditation with the Association. The ACTS organization brings with it a dual-accreditation with the Middle States Association Commission on Elementary and Secondary Schools (ACTS/MSACESS).



## CREDIT BY EXAMINATION

Students, who transfer from another school where credit was not earned, must register to take credit recovery courses. In the event that a credit recovery course was not passed, learners may then opt to take Credit by Examination at All Gifted High School.

Once admitted to credit by examination, the examination may be taken once. Ample time is provided to study the course modules, in order to be prepared for the examination. Examinations are proctored by All Gifted High School, and must be taken during a specified time.

All Gifted High School requires 26 credits for graduation. All Gifted's policy is that credit by examination may only be used for a total of 3 credits maximum.

Students who transfer to All Gifted High School from any school whose accreditation has been terminated, may complete the requirements at All Gifted High School. All Gifted High School's 26 credits must be met. If the student already has 24 credits, then All Gifted's policy is that the prospective student must complete six courses at All Gifted in order to qualify for an All Gifted High School diploma. (Diploma Eligibility).

All Gifted utilizes End Of course Examinations (where applicable) for credit by examination, and some locally developed assessments as well. CBEs are scheduled and proctored on Blizz video application, and the learner must be on audio and camera (video) throughout the duration of the examination, unless an approved local proctor has been designated.

## DIPLOMA ELIGIBILITY

All Gifted's ongoing commitment to meet the standards for accreditation requires that learners who wish to earn a diploma from All Gifted High School, must take 25% of the courses required for graduation, at All Gifted High School. This means that 6 courses must be taken at All Gifted High School, in order to be eligible for a diploma from our institution. Please see the Graduation Requirements/Diploma Eligibility further in this document.

## CLASSIFICATION OF LEARNERS

Learners are classified upon entry, and then are re-classified upon meeting the credit criteria below. Graduation planners reflect the course requirements for each grade level, and those planners are updated upon reclassification.

Freshman	<i>0-6 credits</i>
Sophomore	<i>7-12 credits</i>
Junior	<i>13-18 credits</i>
Senior	<i>18 +</i>

## ACCUMULATING CREDITS AT ALL GIFTED

Credits are awarded upon completion of each AGS course. Course completion occurs at the end of each All Gifted Session (information above). All grades, including the final grade for the course, are based upon the All Gifted High School Grading Policy. Transcripts are updated upon course completion.

## TRANSCRIPTS

Learner Historical Grades are kept on file at All Gifted's Office. Final transcripts may be requested by writing to [info.allgifted@gmail.com](mailto:info.allgifted@gmail.com) and official transcripts ordered by writing to [info.allgifted@gmail.com](mailto:info.allgifted@gmail.com) are mailed directly to colleges and universities.

Transcripts are mailed via regular airmail, and are sent within 3 business days after the request.

## LEARNS ENTERING PRIVATE TECHNICAL SCHOOLS AND UNIVERSITIES

At no time should learners present a copy of a transcript or a copy of a diploma to private technical schools and/or universities, as proof of graduation. All records must be requested through the All Gifted Registrar. Learners entering into these types of schools must provide the school with the All Gifted High School's email ([info.allgifted@gmail.com](mailto:info.allgifted@gmail.com)) so that All Gifted can provide a specific records request application to that institution.

## USING AGS ADVISING SERVICES

AGS advisors are here to assist you with your choice of courses, and to ensure that you are following the correct sequence of courses for graduation from AGS.

All Gifted Advising Services assist learners through their studies by providing assistance for learner's questions. Advisors help learners understand and plan for life after graduation.

How does advising work, you ask? Advising can happen any time during the month; however, there is a formal week that is designated for advising. The 20th - 27th day of each month is designated as Advising Week. Here are some of the reasons you will want to meet with your adviser:

- Your adviser may tell you to file an extension if you are falling behind in your course; (you should have done this by the 20<sup>th</sup>)
- Your adviser will recommend your next course or courses for the term
- Your adviser will advise you on when to apply for graduation
- Your adviser will help you with SAT or ACT registration
- Your adviser will assist you with leave of absence
- Your adviser will help you keep your graduation planner updated
- Your adviser will help you formulate a plan of action if you have an extension
- Your adviser will help you communicate with your mentor(s)
- Your adviser will be an additional advocate/mentor for you at All Gifted

## TRANSFERRING CREDIT TO ALL GIFTED HIGH SCHOOL

Once a student is enrolled at All Gifted High School as a full-time learner, credit may be transferred to All Gifted High School in cases such as (and others):

- Personal Fitness/Health taken through a local swimming, dance studio, etc.
- Community Based - band, theater, etc.

The courses must be part of the learner's graduation plan, and transfer of credit fee of S\$250.00 per half credit must be paid prior. All Gifted will seek out additional information before finalizing credit award (for example, the course must meet the criteria in All Gifted's course guide).

## COUNSELING SERVICES

Learners may self-refer or may be referred to a certified counselor at All Gifted. Upon referral, All Gifted will connect the learner with a counselor for needs other than course/academic needs.

## CONTINUOUS ENROLLMENT POLICY & LEAVE OF ABSENCE

All Gifted learners must maintain contact with mentors at all times in order to have sufficient time for course completion. Learners are entitled to two approved one-month leaves of absence per academic year. All Gifted's academic year begins 1 January and ends on 31 December. Learners desiring to take one month of leave must apply at least one month in advance of the expected leave. For example, if a learner desires to take the month of July off, then the learner must apply for leave no later than the first week of June.

When leave is approved, the learner will be required to log in during the regular course request window (20<sup>th</sup>-27<sup>th</sup>) to request the next course. **Please note: Learners who are on an approved Leave of Absence may request one course upon return from leave.**

Learners taking additional time may have it approved; however, there will be a reinstatement fee applied in order to continue with the next set of courses. **The reinstatement fee is S\$600.00**

## GENERAL AND COURSE SUSPENSION

Learners who have lost contact with mentors for three days in a row will be suspended from course(s). If a learner is suspended from the course, the learner will be able to log in, but will not be able to access course(s). If that occurs, the learner must contact the Principal immediately. Once contact is reinstated between the learner and the mentor, then the learner may resume the course. On the second (or more) time, then the learner may be withdrawn from the course.

Learner's whose tuition is delinquent are subject to suspension from All Gifted High School, if the tuition is substantially delinquent. Suspension does not negate the contractual obligation to make payment.

## GRADUATION EXIT MEETING

Learners who have completed all requirements for graduation become Candidates for Graduation on the first day of the month following the completion of their last session. For example, a learner who completes all requirements by the last day of March becomes a Candidate for Graduation on April 1. Candidates are approved on the first day of the month. Upon approval, diplomas are mailed to the learner's mailing address. (Learners must verify mailing address prior to having the diploma mailed). A copy of the learner's final transcript will accompany the diploma.

A Graduation Exit meeting is held for each candidate. That meeting is scheduled prior to the 27<sup>th</sup> day of the month preceding eligibility for graduation. At that exit meeting, the learner should demonstrate that application for higher education (if applicable) has been made; adviser review the final transcript, and verify that all requirements have been met. At the end of the meeting, the learner submits the Graduation Request Form, and is apprised of the final steps and timelines for delivery of official documents. The learner is provided with an exit survey form, and completes that after the Exit meeting ends.

## GRADUATION REQUIREMENTS

Content Area Requirements	Allowed Substitutions
4 credits in English - ELA I, II, III, IV	Learners whose first language is not English may substitute ESOL English 1 and ESOL English 2 for English I and II
4 credits in Mathematics - Algebra I, Geometry, Algebra II, one credit in any authorized math course (your adviser will assist)	None
4 credits in Science - Biology, Chemistry and Physics - plus one credit in any authorized Science course (your adviser will assist)	None
4 credits in Social Studies - World Geography, World History, U.S. History, U.S. Government (.5 credit), Economics (.5 credit)	None
2 credits in World Languages other than English	None
8* credits in electives - Any electives from the All Gifted High School Course Catalog	None
<b>Total Number of Credits</b>	<b>26</b>

Upon acceptance/admission to All Gifted High School, a learner is provided with the AGS Graduation Planner. The AGS Graduation Planner lists all courses that have been approved for transfer to AGS. The Learner's individual AGS Graduation Planner lists all courses that are still required at AGS.

## DISTINGUISHED LEVEL OF ACHIEVEMENT

Learners may graduate All Gifted High School with a designation called Distinguished Level of Achievement. A learner, who earns this distinction, must meet the following criteria:

- Complete all of the requirements from the 26 credit Graduation Plan;
- Complete a comprehensive Senior Project;
- Must have entered All Gifted High School before beginning the Senior level

The Distinguished Level of Achievement is the special honor bestowed on a graduate of All Gifted High School.

## THE SENIOR PROJECT COURSE

Learners who are attempting to earn Distinguished Level of Achievement or who opt to take the Senior Project as the last two credits are required to complete a Senior Project. The Senior Project is a course that is led by an All Gifted mentor, and by the CEO. During the first month of the Senior Project course, learners must select a project that will accomplish any of the following:

- Complete a research paper in MLA format, which is in an area of high interest to the learner. The research paper may be about a social topic, historical topic, statistical project, or any other type of topic, approved by the mentors.
- Complete a local community service project, with the goal of enhancing the local community. Some examples might be: participating in a local community theater; working a minimum of 40 hours in a homeless shelter/community shelter; working to improve a local church organization, or any other type of local service. The learner will document the work, and will begin with a stated purpose for the project. The learner will present a documented (pictures,

videos, interview with others) project at a time set aside for that presentation. Affected community members will be invited to the presentation. The presentation will occur at any time during the sixth, seventh, or eighth week of the Senior Project Course.

- Develop a website that will be of service to an organization locally, or otherwise.
- Participate in an internship in a local business. A minimum of 80 hours must be completed as hands-on work in the business, and the business owner must participate in the culminating presentation.
- Creation of a product that would, if mass-produced, provide a service to others in the greater society.
- Any other project that will meet the goal of providing the learner with an enhanced opportunity for communication and participation in the greater community.

### COURSES OFFERED AT ALL GIFTED HIGH SCHOOL

ENGLISH LANGUAGE ARTS COURSES	
Course ID	
03200600	English I For Speakers Of Other Languages
03200700	English II For Speakers Of Other Languages
03220100	English I
03220200	English II
03220300	English III
03220400	English IV

MATHEMATICS COURSES	
Course ID	
03100500	Algebra I
03100600	Algebra II
03100700	Geometry
03101100	Precalculus
03102400	Mathematical Models With Applications
03102530	Statistics
03102510	Advanced Quantitative Reasoning

SCIENCE COURSES	
Course ID	
03010200	Biology
03020000	Environmental Systems
03030000	Aquatic Science
03040000	Chemistry
03050000	Physics
03060100	Astronomy
03060200	Earth and Space Science
13020600	Anatomy and Physiology

Course ID	ELECTIVES (NON - CORE) COURSES
03155600	Music 1, Music Appreciation
03250100	Theatre 1, Theatre Arts
03500110	Art 1, Art Appreciation
03501200	Art 2, Photography I
03241200	Independent Study in Speech Communications
13002000	Introduction to Agriculture - Horticultural Science
13014200	Principles of Education and Training
PES00052	Foundations of Personal Fitness
N1300993	Video Game Design I
03580200	Computer Science I
03580820	Web Design
03580510	3-D Modelling and Animation
13011300	Touch System Data Entry
03580510	Sociology
13011200	Principles of Business, Marketing, and Finance

Course ID	WORLD LANGUAGES COURSES
03993200	American English Level I
03993300	American English Level II
03993400	American English Level III
03996000	American English Level IV
03996100	American English Level V
03993200	British English Level I
03993300	British English Level II
03993400	British English Level III
03996000	British English Level IV
03996100	British English Level V
03110100	Languages Other Than English Level I -Arabic
03110200	Languages Other Than English Level II-Arabic
03110300	Languages Other Than English Level III -Arabic
03120100	Languages Other Than English Level I- Japanese
03120200	Languages Other Than English Level II-Japanese
03120300	Languages Other Than English Level III-Japanese
03400100	Languages Other Than English Level I - Italian
03400200	Languages Other Than English Level II - Italian
03400300	Languages Other Than English Level III - Italian
03400400	Languages Other Than English Level IV - Italian
03400500	Languages Other Than English Level V - Italian
03420100	Languages Other Than English Level I - German
03420200	Languages Other Than English Level II - German
03420300	Languages Other Than English Level III - German
03420400	Languages Other Than English Level IV - German
03420500	Languages Other Than English Level V - German
03440100	Languages Other Than English Level I - Spanish
03440110	Languages Other Than English Level I - Spanish For Spanish Speakers
03440200	Languages Other Than English Level II - Spanish
03440220	Languages Other Than English Level II - Spanish For Spanish Speakers
03440300	Languages Other Than English Level III - Spanish

03440330	Languages Other Than English Level III - Spanish For Spanish Speakers
03440400	Languages Other Than English Level IV - Spanish
03440440	Languages Other Than English Level IV - Spanish For Spanish Speakers
03440500	Languages Other Than English Level V - Spanish
03440550	Languages Other Than English Level V - Spanish For Spanish Speakers
03450100	Languages Other Than English Level I - Russian
03450200	Languages Other Than English Level II - Russian
03450300	Languages Other Than English Level III - Russian
03450400	Languages Other Than English Level IV - Russian
03450500	Languages Other Than English Level V - Russian
03410100	Languages Other Than English Level I - French
03410200	Languages Other Than English Level II - French
03410300	Languages Other Than English Level III - French
03410400	Languages Other Than English Level IV - French
03410500	Languages Other Than English Level V - French
03993200	Languages Other Than English Level I - Swedish
03993300	Languages Other Than English Level II - Swedish
03993400	Languages Other Than English Level III - Swedish
03993200	Languages Other Than English Level I - Greek
03993300	Languages Other Than English Level II - Greek
03993400	Languages Other Than English Level III - Greek
03993200	Languages Other Than English Level I - Irish
03993300	Languages Other Than English Level II - Irish
03993400	Languages Other Than English Level III - Irish
03470100	Languages Other Than English Level I - Portuguese
03470200	Languages Other Than English Level II - Portuguese
03470300	Languages Other Than English Level III - Portuguese
03480100	Languages Other Than English Level I- Hebrew
03480200	Languages Other Than English Level II - Hebrew
03480300	Languages Other Than English Level III - Hebrew
03490100	Languages Other Than English Level I- Chinese
03490200	Languages Other Than English Level II - Chinese
03490300	Languages Other Than English Level III - Chinese
03490400	Languages Other Than English Level IV- Chinese
03490500	Languages Other Than English Level V- Chinese
03510100	Languages Other Than English-Vietnamese Level I
03510200	Languages Other Than English-Vietnamese Level II
03510300	Languages Other Than English-Vietnamese Level III
03520100	Languages Other Than English-Hindi Level I
03520200	Languages Other Than English-Hindi Level II
03520300	Languages Other Than English-Hindi Level III
11401100	Languages Other Than English Level I - Turkish
11401200	Languages Other Than English Level II - Turkish
11401300	Languages Other Than English Level III - Turkish
11402900	Languages Other Than English Level I - Korean

11403000	Languages Other Than English Level II - Korean
11403100	Languages Other Than English Level III - Korean
03993200	Languages Other Than English Level I - Dutch
03993300	Languages Other Than English Level II - Dutch
03993400	Languages Other Than English Level III - Dutch
03993200	Languages Other Than English Level I - Filipino (Tagalog)
03993300	Languages Other Than English Level II - Filipino (Tagalog)
03993400	Languages Other Than English Level III - Filipino (Tagalog)
03993200	Languages Other Than English Level I - Polish
03993300	Languages Other Than English Level II - Polish
03993400	Languages Other Than English Level III - Polish
11404700	Languages Other Than English Level I - Persian (Farsi)
11404800	Languages Other Than English Level II - Persian (Farsi)
11404900	Languages Other Than English Level III - Persian (Farsi)

### THE COURSE REQUEST WINDOW

All Gifted High School and Middle School learners may request additional courses during the 20<sup>th</sup>-27<sup>th</sup> day of the month, and all learners must comply with the maximum course offerings during the term (see max courses). Courses requested after the 27<sup>th</sup> will not be approved, in most cases. Requests coming in after the 27<sup>th</sup> require a call to be made to the All Gifted office, in order to discuss extenuating circumstances.

### WITHDRAWAL FROM ALL GIFTED HIGH SCHOOL

Learners desiring a withdrawal from All Gifted High School or Middle School must complete the withdrawal form. Records will be released only if tuition is not delinquent. See the refund policy for tuition paid annually, for further information.

### COURSE DROP/WITHDRAWAL FROM COURSE

Learners desiring to drop a course must do so within the first ten days of enrollment in the course. After the first ten days of the course, an "F" is placed on the official transcript, and that record will be sent to the new school. Learners who stay at All Gifted will be required to take the course over in order for the failing grade to be replaced. Please note, that learners who are on the annual tuition plan (maxed out at 10 credits), and who withdraw from a course after the first ten days - this course will count as one of your ten.

### REFUND POLICY

If a learner withdraws within the first 10 days of beginning coursework at All Gifted, the learner is entitled to full tuition refund. A tuition contract is due and payable if a learner withdraws after beginning the first course, unless there are extenuating circumstances that have occurred that will require All Gifted to nullify the tuition contract. Those will be discussed on an individual basis.