



**DALAT**  
INTERNATIONAL SCHOOL  
PENANG • MALAYSIA



# Residence Life Handbook 2007-2008

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# INTRODUCTION



## Residence Life at Dalat International School

Welcome to the residence life program of Dalat International School. We strive to make the residential program as home-like as possible within the limits of a large, close community. We want our dorms to become a “home away from home” for Dalat’s boarding students. One of our highest priorities is to partner with parents to help meet the needs of our students, so that they will grow physically, socially, emotionally, academically and spiritually.

Our dorm staff are specifically called and committed to residence life ministry. We have five dorm parent couples, one dorm assistant, a nurse and a residence supervisor couple on the staff team who are committed to Christ and to making each student’s stay at Dalat a positive and enriching experience.

This handbook is designed to help parents and students understand our mission, values, guidelines and expectations. The more familiar students and parents are with the expectations of our program, the easier their adjustment will be. Therefore, we require all students and parents to read our handbook and sign a document stating that they understand and support the values and guidelines outlined therein.

## Residence Life Philosophy

Dalat International School offers a residence life program for children enrolled at the school. The residence life program operates within the framework of the statement of faith, mission statement and policies and procedures of Dalat International School.

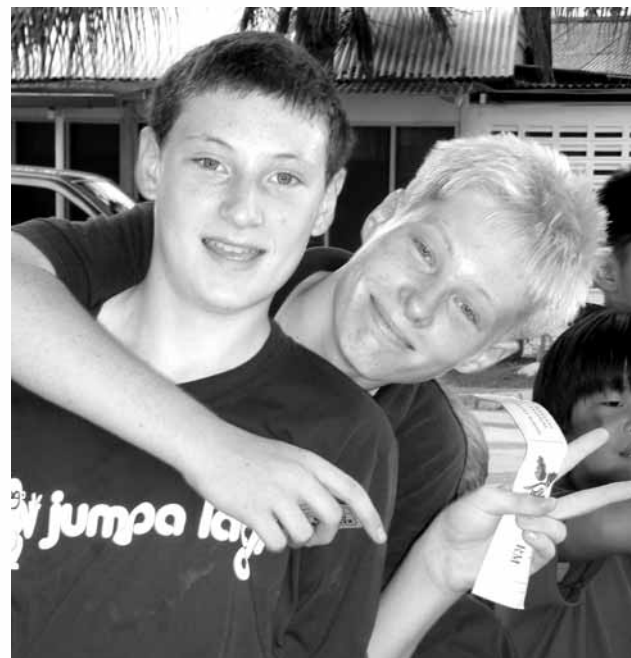
The residence life program strives to create a comfortable, homelike, Christian environment by providing positive, loving

care to meet the spiritual, emotional and physical needs of each child. Each staff member views this as a vital ministry given by God. The residence life staff team will work together so that each child will be “trained in the way he should go.” (Proverbs 22:6).

Sending a child to be part of the Dalat International School’s residence life program is to be viewed by the parents as an extension of the family unit as instituted by God. As parenthood is a God-given responsibility, the residence life staff views their role as an extension of the family unit. In order for children to grow in “wisdom and stature, and in favor with God and men” (Luke 2:52), the boarding staff recognize that the dorm students receive their primary training in the home.

The residence life program identifies the need for continuing parental responsibility and involvement in the care and training of children who reside in the dorms. Regular dialogue between parents and dorm parents will help to maintain this continuum of care for their children. The residence life program supports the values, teachings and beliefs of the parents, providing the parent’s values are in alignment with the Dalat International School mission statement.

Residence life staff need to be called by God and must model a godly, spiritual life before the children. Residence life personnel exercise flexibility and understanding in the individual care of each dorm student within the context of the group living



environment. Staff will be committed to personal and professional development and by attending training sessions, workshops and by regular reading of the growing body of literature about child development, effective parenting, family dynamics and the unique needs of third culture kids.

The residence life home setting will be a place where God's love is taught, lived and demonstrated through modeling and instruction according to God's Word (Deuteronomy 6:1-7). Open communication, mutual respect and trustworthiness are fundamental to the effective operation of each boarding home.

The residence life staff works as a team with parents, administrators and teachers. Each member of this team is striving to achieve the same goal of developing children into mature and godly young men and women. Residence life staff will assist in equipping students for entry into adulthood and for returning to their home country.

### Residence Life Purpose and Objectives

The purpose of the Dalat International School residence life program is to provide Christ-centered parenting in a home-like community through the following objectives:



1. Student Development – We want to help each student reach his/her fullest potential (spiritually, emotionally, academically, and physically.) We plan to accomplish this through focusing our effort on these four areas:
  - a. Spiritual Growth – We want to model an authentic, godly life that inspires students to become passionate followers of Christ.
  - b. Biblical Parenting – We want to parent students, in

cooperation with their parents, according to Biblical values, providing unconditional love, nurture, encouragement, guidance, training, discipline and prayer.

- c. Family Life – We want to share our lives and families in a generous and transparent way.
  - d. Daily Care and Nurture – We want to provide for the spiritual, emotional, physical and educational needs of boarders on a daily basis, enabling them to develop life skills, respectful attitudes, self discipline and personal responsibility.
2. Communication – We want to communicate effectively with students, staff, parents and others to achieve mutual understanding and cooperation.
  3. Community – We want to love and support the members of our community, seeking to live in unity, healthy interdependence and mutual respect.
  4. Administration – We want to operate the residence life program in an effective and efficient way.
  5. Personnel – We want to provide ongoing, systematic screening, training, development and evaluation of Residence Life personnel.
  6. Facilities – We want to provide a safe, comfortable home environment for boarders.
  7. Finances – We want to follow a balanced and fair budget that provides for the needs of the boarding students.

### Residence Life Values

Dalat International School has developed values and guidelines for community living which provide both personal freedoms and responsibilities. The residence staff and the school administration agree upon these values and guidelines. The dorm parents or Residence supervisors can adjust or add particular rules for the dorms as appropriate for the age, group or situation.

As a residence life staff team, we value:

1. **Christ-likeness and personal integrity**, as we believe that providing positive role models for our dorm students is best done when we are continually growing in spiritual maturity and character.
2. **Healthy marriages and families**, as these are the foundation for providing a positive home environment for dorm students.
3. **Excellence in ministry**, as we do our work unto God our Master.
4. **Co-parenting with our dorm students' parents**, as we believe that regular, loving and honest communication with parents is essential to best serve the needs of their children.
5. **Team unity and community**, as we believe that interdependence and mutual support is essential to the success of our team.

As residence life staff, we seek to mentor and inspire our students to embrace these values:

1. **Spiritual growth**. All of our residence life staff desire to see each boarding student grow in his or her understanding of God's love. Each dorm family will spend time reading the Bible and praying together, as well as attending local church services. In addition to these formal times of spiritual instruction, our staff members will provide Biblical guidance and counsel to boarding students.



2. **Respect for Others.** As we live in close quarters and a small community, an extra measure of consideration needs to be shown to one another. Students are expected to show respect for dorm-mates, dorm parents, teachers, support staff, and those in our community.



3. **Personal responsibility and integrity.** The boarding program operates on a trust basis. We trust our students to follow the guidelines of the school and of the boarding program. Realizing that maturity comes through learning from one's mistakes, we expect students to be cooperative in accepting the consequences for misbehavior. This process will help students mature and develop into people of integrity. Personal modesty is an important aspect of living responsibly and with integrity. How we dress reflects our desire to please God and live in consideration of others. Therefore, dorm students are expected to dress modestly at all times. Students are expected to show respect for school property, including their dorm homes, classrooms, off campus areas, books, clothing, personal effects, etc. They are responsible to keep their dorm living area clean and neat.

4. **Healthy relationships.** Students will be encouraged to develop and maintain healthy relationships that are marked by love, consideration, purity and forgiveness. Students should seek to resolve conflicts in appropriate ways.
5. **Reaching one's fullest potential,** academically and in all areas of life. We will provide accountability for our students to ensure they give their best effort to their studies.
6. **Positive attitude.** A student's attitude will determine whether his or her dorm stay will be a negative or positive experience. Staff and students will work together to foster an atmosphere of gratefulness, helpfulness, and unity in dorm families. Negative attitudes such as complaining, grumbling, and deception, a critical spirit, divisiveness or disrespect for authority will be avoided.
7. **Personal health and safety.** This includes maintaining appropriate personal habits, eating well-balanced meals, using proper manners, and adhering to school safety rules.
8. **Community service.** We believe that our students' boarding experience will be enhanced if they reach out to those in need in our community. Dorm families will seek opportunities to serve together in their communities.

As you read through this handbook, you will notice that these values form the foundation for all of our guidelines in our boarding community. We desire that our expectations and guidelines be value-driven, so that our students do not merely comply with a list of rules, but learn the importance of making careful choices in their behavior based on Biblical principles. We hope that our dorm students become known for embracing these values, as they study at Dalat and continue on wherever God leads them.



# GENERAL INFORMATION

## Dalat Dorms

Dorms are considered private residences for dorm students and residence life staff. Individuals from the school and community are expected to respect the privacy of the dorm families.

There are four dorms located on Dalat's campus and one dorm located off-campus. All dorms are made up of sibling groups.

## Residence Life Staff



*Nellie Koethler – Nurse*



*Julia Bieling – Dorm Assistant*



*Tim and Shauna Archer – Chandler Dorm*



*Brian and Valerie Weidemann – Residence Supervisors*



*Tim and Vi Steinert - Jaffray Dorm*



*Larry and Kathy Bieling – Eckman Smith Dorm*



*David and Suzette Boshoff – Ziemer Dorm*



*Scott and Debbie Cairncross – Jackson Dorm*

## Residence Life Calendar

Parents are advised to look carefully at the school calendar each year to determine when the dorms open and close each semester so they may plan their student's travel itinerary accordingly.

For the 2007-2008 school year, the boarding program schedule is as follows:

August 12, 5:00 pm – Dorms Open  
 December 21, 5:00 pm – Dorms Close

January 20, 5:00 pm – Dorms Open  
 March 29, 5:00 pm – Dorms Close  
 April 5, 5:00 pm – Dorms Open  
 May 31 – Elementary students check out of dorms  
 June 7, 5:00 pm – Dorms Close

**If students arrive before dorms open or depart after dorms close, parents are responsible to arrange other accommodations for them with local guardians. During the mid-semester break, the dorms will close so that students can go home and enjoy time with their parents.**

## Daily School Schedule

7:00 – 8:15 AM	Rising time. Students dress, clean their rooms, pick up and drop off their laundry, and prepare for school. <b>(Value: Personal responsibility)</b> Monday through Saturday – Breakfast is served in the dorm.
8:20 AM	School starts <b>(Value: Respect for others, Personal responsibility)</b>
2:55 PM	Elementary children out of school (grades 1-4)
3:35 PM	Secondary students out of school (grades 5 – 12)
5:30 PM	Campus closes
5:40 PM	Family-style supper in the cafeteria
7:30-9:00 PM	Study Hall for secondary students <b>(Value: Reaching one's fullest potential)</b>
9:00 PM	Secondary students return to their dorms
9:00 – 10:00 PM	Dorm meeting, devotions, or free time <b>(Value: Healthy relationships, personal responsibility, Spiritual growth)</b>

Students are encouraged to check in with their dorm parents after school. An after school snack is provided. Afternoons are filled with a variety of activities for our dorm students: drama, sports practices, tutoring sessions, computer lab or library time, music practicing and lessons, and free time.

All dorm students are required to attend the supper meal on Monday through Thursday. After dinner, students are free to enjoy campus activities until 7:30 pm. At this time, students through sixth grade return to their dorms for homework time



or indoor play time. A supervised study hall is provided for students grades 7-12 on Monday through Thursday evenings in two locations: the computer lab and library. Students may choose to remain in their dorm for study hall, with their dorm parents' permission. All students return to their dorms after study hall.

## Bedtimes and Curfews

### Bedtimes:

Grade	Sunday - Thursday	Friday	Saturday
1-4	8:30 pm	9:30 pm	9:30 pm
5-6	9:00 pm	10:00 pm	10:00 pm
7-8	9:30 pm	11:00 pm	10:30 pm
9-12	10 pm	12:00 pm	11:00 pm

When needed for special events, trips, homework, etc., dorm parents may use discretion to modify the regularly scheduled bedtimes.

### Curfews:

Grade	Sunday	Friday	Saturday
All	8 pm	10:00 pm 11 pm for seniors	10:00 pm

**(Value: Personal responsibility, Personal health, Respect for others)**

## Open and Closed Campus Hours

Our campus is open to day students and others in the community during the following times:

Monday through Thursday	7:45 am - 5:30 pm
Friday	7:45 am - 10:00 pm
Saturday	11:00 pm – 10 pm
Sunday	3:00 pm - 8:00 pm

While we want to cultivate a warm and welcoming atmosphere on our campus, we also have "closed campus" hours to protect quieter times for our dorm families.

Day students may occasionally remain on campus during "closed campus" hours if they are participating in a school or dorm-sponsored activity or have been specifically invited by a dorm staff member. When these exceptions occur, students need to be in the proper place of the activity, not loitering around campus. For example, if indoor soccer is offered on Friday night, students may be in the gym from 10 – 11:30 pm. No loitering outside the gym or on campus is permitted. At the conclusion of the activity, all students return to their dorms or leave campus.

Due to the fact that our lower campus is not generally supervised like our upper campus, students may only be on lower campus with the approval of their dorm parents or under the supervision of a staff member.



After campus is closed, students who are waiting for a ride home should wait at the guard house.

If senior students return to campus on Friday nights for the extra hour between 10 – 11 pm, they may gather at the student center on campus or they may return to their own dorms.

**(Value: Healthy relationships, Respect for others)**

## Sunday Quiet Time

Each Sunday afternoon students will have a quiet time from 1:00 to 3:00 PM. Students stay in their dorms during this time and no off campus students are allowed on the school grounds. The campus and the dorms remain quiet during this time so

**There are to be no phone calls during quiet time.**

## Allowance

Students receive allowance according to the following scale:

Grades 1 - 3	RM 10.00/month
Grades 4 - 5	RM 15.00/month
Grade 6	RM 30.00/month
Grade 7	RM 45.00/month
Grade 8	RM 50.00/month
Grade 9	RM 60.00/month
Grade 10	RM 75.00/month
Grade 11	RM 85.00/month
Grade 12	RM 110.00/month

## What to Bring to School

Dalat International School does require that students wear a uniform during the school day, so the list below represents the clothes and other items needed for after school times.

- o shorts and t-shirts
- o shirts/blouses, jeans and/or pants/skirts
- o dress clothes for church and formal events
- o underclothes, socks
- o modest bathing suit (no Speedos for boys and girls' suits should cover their midriff)
- o sleep wear
- o Twin/single size sheets, pillowcases and mattress pad
- o bath towels, wash cloths
- o swimming towel
- o toothbrush, toothpaste
- o comb or brush/hair accessories
- o headphones
- o shampoo, conditioner, deodorant
- o Bible and personal devotional material
- o framed family photos, and other favourite keepsakes
- o wallet or purse
- o 1 umbrella
- o 1 light jacket or sweater
- o 2 pair sneakers
- o 2 pair sandals or slippers

- o 1 pair dress shoes
- o battery operated alarm clock (hand phones are turned in at night and may not be used as an alarm clock.)
- o overnight bag
- o personal sunscreen and insect repellent
- o a set of older clothes for the evacuation backpack and/or work projects

The above is just a guideline for after school attire. Students may bring more or less, depending on their personal tastes.

If your child comes without one of the items listed above and the dorm parent finds that he/she needs one, they will contact you to make arrangements to purchase one for your child and charge the expense to your account.

Your student's name should be clearly marked on all of their clothing and belongings. This can be done with nametags or permanent marker.

Uniform alterations will be charged to the parents' account.

The dorm rooms are not big and there are 2- 4 students to a room. Closet and dresser space is limited so use good judgment in how much you send with your student. It is hard to keep track of everyone's belongings and things will get broken when they share. Students should not bring anything of great value.

Students should not store cash or expensive items in their dorm rooms. Dorm parents may keep student allowances locked in their offices. DIS will not be responsible for lost or stolen cash or personal belongings.

If a student brings expensive personal belongings to school, we encourage parents to have those items insured. Parents may contact our school office to have an insurance agent assess their student's belonging to purchase insurance.

Personal belongings should be taken home at the end of each semester. Limited storage may be available to students over breaks, at the dorm parents' discretion. Unclaimed items left after one semester become the property of the boarding program, unless prior arrangements are made. Dalat School is not liable for loss, theft or damage to stored items.

## Dorm Check Out

At the end of each semester, dorm students must check out of their dorm rooms. This means they must clean it sufficiently and have all of their belongings either packed or stored. Dorm parents will check to make sure that all work is completed. When a student has been checked out by the dorm parent, he or she is free to spend time with friends, go off campus, etc. However, they remain under the authority and responsibility of the dorm parents; therefore, they must abide by all school rules and guidelines.

**(Value: Personal responsibility and integrity)**

At the end of the semester, a parent may transfer guardianship to themselves if they are visiting Penang or to a local guardian via email. To do this, the "Transfer of Guardianship" form needs to be completed and handed in to the student's dorm parent. This form may be obtained from the Residence supervisors or the office secretary.

# EXPECTATIONS OF STUDENTS

## Behavior Guidelines

The residence life handbook is updated annually to communicate the values, guidelines, and expectations of the program; however, residence life staff have freedom and authority to implement the guidelines according to their discretion, under the authority of and with accountability from the residence supervisors. The residence life program reserves the right to determine behavior guidelines within which the boarding students are expected to live while they are under its authority and responsibility.

Each dorm has designated boys and girls rooms and hallways. Boys and girls are not allowed to enter the designated hallways or dorm rooms of the opposite gender.



## Social Guidelines

Dalat International School encourages wholesome relationships between boys and girls. We commit to uphold Biblical standards in our relationships as outlined in God's Word. We will strive to conduct ourselves according to the values of love, purity, honor, respect and self-control in our relationships. We expect students to be above reproach at all times with students of the opposite gender.

Occasionally, a male and female student may choose to develop a positive, deeper relationship. If students choose to enter a more committed, dating relationship, the following guidelines will be followed because dating relationships carry a greater responsibility.

- High school students (grades 9-12) have the opportunity to be involved in dating relationships. Students in grades eight and below are not permitted to date.

- If a male student, dorm or day, chooses to establish a dating relationship with a female dorm student, he has the responsibility of asking permission from her dorm dad. Likewise, a male dorm student who chooses to establish a dating relationship with a female day student has the responsibility of asking permission from her father. Both students in a dating relationship are responsible to communicate with their own parents.
- Dorm students who want to be involved in a dating relationship need to discuss their plans with their dorm parents. Both students may be asked to review and sign the DIS Principles and Guidelines for a Dating Relationship form.
- The only appropriate physical expression in a dating relationship at Dalat is holding hands. Handholding is not permitted during school hours, as per the Student Parent Handbook.



The family atmosphere of each dorm will be protected so that boarding students may treat one another as "brothers" and "sisters." Students within the same dorm are discouraged from dating one another, as a romantic relationship within a dorm can jeopardize the family dynamic.

If a dating relationship develops within a dorm, the couple involved must keep all aspects of their dating relationship outside of the dorm facility. They may not appear as a couple when they are inside the dorm together at any time. No physical contact may occur within the dorm; handholding is the only form of physical contact that is permitted between couples at Dalat and this may only take place outside of the dorm. If the couple cannot abide by this policy, one of them may be moved to a different boarding family and facility.

**(Value: Healthy relationships, Personal integrity)**

## Media Guidelines

All media in the dorms will be screened according to the biblical standards outlined in Philippians 4:8 and 1 Thessalonians 5:21-22. We have a biblical injunction to live cautiously, to judge that which is evil and that which is good, and to strive for the "high calling of Jesus Christ." The content of songs, movies, TV, videos, and computer games should describe things

acceptable to the Christian mode of life and thinking, remembering that whatever we receive into our minds becomes a part of us.

All media must be approved by dorm staff.

In accordance with school policy, pirated media will not be permitted in the boarding program.

Media viewing (on personal DVD players, MP4's, iPods, phones, etc) will be allowed only in public areas and with permission from the dorm parents.

**(Value: Spiritual growth, Personal integrity, Respect for others)**

#### **Movies/Videos/DVD's**

Students are permitted to go to movies in the theater under the following guidelines:

- ~ Students must have written permission from their own parents to go to the theater.
- ~ Students must ask the dorm parents for permission each time they would like to see a movie.
- ~ Students in grades 1-7 will be accompanied by their dorm parent or a person approved by their dorm parent. (However, some movies will be approved for high school students only).
- ~ Students in grades 8-12 will provide their dorm parents with the movie stub upon their return to campus.
- ~ NC-17 movies are never permitted.
- ~ Movies rated R in the States or "18" in Malaysia will not be permitted for theater or in-dorm viewing unless for educational purposes and viewed only under direct dorm parent supervision. The movie must be screened and approved by dorm parents and the residence supervisor prior to student viewing. Written or verbal permission must also be obtained from the dorm student's parents for each specific movie.

Dorm parents will determine appropriate editing for their dorm, being careful to avoid showing scenes with excessive violence, swearing, vulgar language, or nudity/sex.

**(Value: Spiritual growth, Personal integrity, Respect for others)**

#### **Music**

- ~ Music must be respectful and consistent with Christian values. Lyrics that contain vulgar, sensual language, either explicit or implied, are considered inappropriate for listening. Music that promotes rebelliousness, self-harm or suicide, endorses sexual promiscuity, glorifies or promotes violence, endorses use of drugs, and treats the occult as attractive is equally inappropriate.
- ~ Those playing music audibly must control the volume so that it is not offensive to roommates, dorm mates, dorm parents or visitors.
- ~ Students who own or play inappropriate music or do not respect others will lose their music privileges. Privileges can be given or revoked at the discretion of the dorm parents and Residence supervisors.

**(Value: Spiritual growth, Personal integrity, Respect for others)**

#### **TV**

- ~ TV is permitted at the dorm parents' discretion and supervision in each dorm. All TV programs shown in the dorms will be consistent with Christian standards.

- ~ Students may not have TV's in their dorm rooms, as all TV viewing is monitored by dorm parents.

**(Value: Spiritual growth, Personal integrity, Respect for others)**

#### **Computer Games**

- ~ First person, shooter-style games that involve the killing of people are not allowed.
- ~ Approval for computer games is at the discretion of dorm parents.
- ~ Dalat International School believes in protecting the intellectual property rights of software developers. All software installed on school owned computers (including those in the dorms) must be legally licensed.
- ~ Computer gaming or internet browsing centres are permitted with direct dorm parent or Residence supervisor supervision.
- ~ Boarding standards for all media use apply while the student is on off-campus trips or overnight events. The boarding student is expected to call the dorm parent if unsure about the appropriateness of a movie, video, electronic game or other entertainment options while on an off-campus trip or overnight event.

**(Value: Spiritual growth, Personal integrity, Respect for others)**



#### **Personal Computers**

- ~ Students who wish to bring personal computers to the dorm must sign a "Personal Computer Use Form."

### **Personal Hand Phones**

Dorm students are responsible to turn in their hand phones to their dorm parents before bedtime. Students may collect them in the morning or after school.

**(Value: Spiritual growth, Personal integrity, Respect for others)**

### **Residence Life Media Library**

Only dorm students and staff may borrow resources from the media library. Dorm students need permission from their parents to borrow resources. All resources may only be used on campus. The cost of lost or damaged resources will be charged to the parents' school account.

## **After School and Weekend Dress Code**

Dorm students are expected to adhere to the Dalat International School's "expectations of personal appearance" as listed in the Student Parent Handbook. Students will maintain standards of dress according to Biblical values by dressing modestly at all times, whether on or off campus. Modesty will be maintained in the dorms, particularly in the shared co-ed common areas. (Value: Personal responsibility and integrity, Respect for others)

### **Specific Guidelines**

- ~ Girls may not wear spaghetti straps or halter tops. Dresses and tops may not show cleavage. Girls' tops and pants may not be tight-fitting.
- ~ Undergarments, midriffs and backs should remain covered at all times.
- ~ Shorts and skirts should be of a modest length. (When a girl is standing with her arms to her sides, her shorts or skirt may not be shorter than the bottom of her out-stretched fingertips.)
- ~ Students should wear appropriate dress to church functions.
- ~ Swimming attire: Boys should wear proper swimwear with lining (no speedos). Girls should wear modest bathing suits that cover the midriff.
- ~ Shoes should be worn in the cafeteria. Hats should be removed when entering any building.
- ~ Words written across the back of students' shorts or pants is not permitted.
- ~ Visible body piercing is not allowed with the exception of pierced ears for girls. Boys are not allowed to get any piercing while under the care of Dalat staff. Boys may not wear earrings off or on campus.
- ~ Students may not get tattoos while under the care of Dalat staff. Students who come with tattoos are to keep them covered at all times (when outside of their own room).
- ~ Students should not have the appearance of being in a gang and should not wear bandanas or other gang paraphernalia or clothing associated with gang activity.
- ~ Students are not permitted to wear articles of clothing or jewellery that carry motifs advertising or promoting alcohol, tobacco, drugs, sexually suggestive or obscene language or any other message that conflicts with Dalat International School values.
- ~ If a student's clothing is determined to be immodest or inappropriate by a dorm parent, the student will be asked to change. If a student dresses immodestly consistently, they will be asked to turn in their inappropriate clothing which will be returned to them at the end of the semester for them to take home.

### **Banquet Dress**

The boarding staff, Student Council or Parents' Organization periodically plan banquets for students which are "dress up" occasions.

- ~ For approved banquets, girls may wear gowns with spaghetti straps; however, gowns must have backs that come to at least bra height and may not expose any area of the abdomen or show any undergarments.

The Junior-Senior Banquet (JSB) is usually held in late April or early May and is sponsored by the junior class in honour of the seniors.

- ~ For boys, the key issue is appropriateness. This is a dressy occasion which warrants shirt, tie, dress slacks, and dress shoes or, possibly, culturally appropriate options. For girls, appropriateness and modesty are the key issues.
- ~ Although modesty is a value to be applied consistently, appropriateness does change depending on the occasion. For the JSB, the girls' dress code may vary in two ways: Gowns don't have to have straps; but if the dress is designed with straps, the straps must be worn. Gowns can be backless; but may not go below the waist (measured by the belly button).

**(Value: Personal Responsibility and integrity, Respect for others)**



## **Off-Campus and School Trips**

Dorm parents often plan special activities and trips for dorm students on weekends and holidays. They may visit shopping malls, theatres, bowling alleys, restaurants, nearby beaches or other local tourist spots.

Each time a student desires to go off campus on a personal trip, dorm parent permission is required. Each student must fill in the "Daily Sign-Out" sheet before leaving campus and, then again, when returning to campus. Students should remember that they represent Dalat International School and should show proper respect and behavior at all times.

### **Specific Guidelines**

- ~ Students in grades 1-6 may go off campus with their dorm parents' approval and when supervised by an adult. **(Value: Personal safety and personal responsibility)**
- ~ Students in grades 7 may go off campus when accompanied by an adult. They may be dropped off and picked up by an adult, but have freedom to enjoy shopping and other activities in groups of 2 or more at approved locations without adult supervision. **(Value: Personal safety and personal responsibility)**

~ During daylight hours, students in grades 8–12 may go off campus, with dorm parent permission, in a group of two or more. However, a group of two people may not be comprised of one male and one female unless they are siblings. During after-dark hours, students in grades 8-12 should be in groups of 3 or more.

**(Value: Personal safety and personal responsibility)**

~ Students must remain in a group at all times when off campus.

**(Value: Personal safety)**

~ School social guidelines are in effect for all off-campus trips. **(Value: Healthy relationships)**

~ Overnight events will occur on Fridays or long weekends. Students may not spend the night off-campus on school nights. Overnight invitations should be discussed with dorm parents in advance.

**(Value: Personal responsibility and integrity)**

~ Day students are permitted to stay overnight in a dorm with the permission of the dorm parent.

~ When visiting other students' homes, it is required that the parents are at the home and supervising during the entire duration of the visit.

**(Value: Personal integrity)**

~ Boarding standards for movies, videos, music, TV, radio, electronic or computer games apply while the student is on an off-campus trip or overnight event or at a local internet cafe. The boarding student is expected to call the dorm parent if unsure about the appropriateness of a movie, video, electronic game or other entertainment options.

~ Students are permitted to play computer games at local internet cafes under the supervision of an adult approved by the dorm parents.

**(Value: Personal integrity)**

~ Students are permitted to use licensed taxis (not pirated) or buses for off campus trips.

**(Value: Personal safety)**

~ Boarding students will not be permitted to ride with other students who have their own vehicle for off-campus trips.

**(Value: Personal safety)**

~ Students need to ask their dorm parents before they change locations off campus. If they cannot reach their dorm parents, they can contact the residence supervisors.

**(Value: Personal safety)**



For school sponsored trips, dorm parents can give permission to students. For any overnight, off-island trips, students need to receive their parent's and dorm parent's permission.

All non-school sponsored trips (overnight or off-island) must be supervised by an adult who is approved by the dorm parents and parents. Parents need to give specific permission and fill out the transfer of guardianship form to the supervising adult.

**(Value: Personal Safety)**

## Chores and Community Service

Dorm students will be responsible to do daily, age-appropriate chores in the dorm.

Each dorm family will engage together in a community service project each semester.

**(Value: Personal responsibility, Community service)**



## Student Safety

Reasonable precautions will be taken to protect and prevent boarding students from being injured while residing in the boarding program. Dalat International



School assumes no responsibility for lost, stolen, or damaged personal property kept in the dorms. Students are encouraged not to leave their valuables unattended or unsecured. Dorm parents are able to store students' cash and valuables in their locked offices.

The residence life program reserves the right to set safety standards for boarding students under its authority.

Safety and security procedures include, but are not limited to the following:

- All Dalat boarding students must use the crosswalk when crossing the street in front of the school.
- The following items are prohibited: dangerous materials including but not limited to candles, matches, lighters, fireworks and explosives; dangerous instruments including but not limited to knives, bows, arrows, guns, and martial arts weapons.
- Boarding students are not permitted to drive motorized vehicles. This includes but is not limited to motorcycles, scooters and cars.
- Boarding students may not ride in vehicles driven by other students or drivers under the age of 21.
- On April Fools' Day, some students may want to play practical jokes on others. All ideas must be proposed by the students in advance to a dorm staff member. Only those approved by a dorm staff member may be carried out.

**(Value: Personal safety)**

# PARTNERING WITH PARENTS

## Communication

Correspondence between dorm parents and student parents is essential for quality co-parenting. Dorm parents write a general weekly letter and send pictures to parents, in addition to corresponding individually regarding specific student issues. Students are required to communicate with their parents on a weekly basis.

The privacy of boarding students will be respected as much as possible within the context of the boarding community. Written, verbal and electronic information of a sensitive nature concerning student behavior will be held in confidence by residence life staff.



Residence life staff will be careful when discussing the professional employment of the parents of boarders.  
**(Value: Healthy relationships)**



## Parent Visits

Parents are encouraged to visit Dalat often to observe the boarding program and get to know their student's dorm family. Dorm parents and the residence supervisors like to meet with visiting parents to discuss their student's academic progress and adjustment to dorm life, as well as to receive feedback from parents. When parents plan to visit, they can schedule these appointments in advance via email.

## Transfer of Guardianship

If parents would like to check out their child from the dorm while they are visiting, they should fill out the "Transfer of Guardianship Form." This form needs to be completed and handed in to the dorm parent before the student leaves the dorm to enter the care of their parents or guardian. This form can be picked up from the dorm parents or residence supervisors. Upon returning their child, parents should meet with the dorm parent and sign their child back into the dorm. This procedure helps to avoid confusion about who is responsible for the student at any given time.

**(Value: Co-parenting)**



## Guest House

Dalat International School has guesthouse rooms available for parents and visitors at a reasonable fee. This is available on a first-come, first-serve basis, but parents of boarding students are given first priority. No unaccompanied minors or alumni below the age of 21 may reserve rooms. All reservations are made through the guest house coordinator.

# STUDENT SERVICES



## Spiritual Services

The residence program provides an environment conducive to the spiritual growth of each student. The residence supervisors provide general oversight to the program to ensure that boarding students receive adequate spiritual care. Dorm parents provide regular family devotional times and personal spiritual counseling for students as needed. Boarding students are encouraged to develop a lifestyle that reflects Biblical principles and values and to prioritize personal prayer and Bible reading.

All students are expected to participate in the Dalat Spiritual Life program. This includes chapels, special services, Missions Emphasis Week, and Spiritual Emphasis Week. Dorm students are required to attend church, either with their dorm family or another church approved by their dorm parents. Midweek prayer meeting is optional for students.

**(Value: Spiritual growth)**



## Counseling Services

Counseling staff are available to meet with boarding students regarding personal issues or needs. Parents will be informed of regular, ongoing counseling sessions between a student and the school's counseling staff.

## Food Services

Breakfasts are provided in each dorm on Mondays through Saturdays. All other meals are provided by the school cafeteria. Occasionally, dorm families will go out to eat together or enjoy a special homemade dinner in the dorm.

Students are expected to be at all meals. Prior arrangements need to be made with the dorm parents or resident supervisors if students need to miss a meal.

Dorm parents will teach and encourage appropriate table manners and healthy eating habits. Inappropriate or unhealthy behaviour will be handled at the discretion of dorm staff.

Students may not enter the cafeteria kitchen without the permission of a dorm staff member.

**(Value: Personal health, Respect for others)**



## Laundry Services

Laundry service is provided as a benefit for boarding students Mondays through Fridays. Students are responsible to hand in their soiled laundry and pick up their clean clothes on each school day. If students are irresponsible or disrespectful of this service, they may lose their laundry privilege for a time determined by their dorm parents. In this case, laundry machines will be made available for the student to take care of their own laundry.



Clothing items are sometimes lost or damaged in the laundry, beyond the control of our employees. DIS will not be responsible to replace lost or damaged clothing items.

### Health Services

Residence life staff are responsible to respond to the medical needs of boarding students who become ill or injured while under their responsibility. In an emergency situation, the dorm parents will



take appropriate action as outlined in the residence life staff handbook. Residence life personnel will inform the parents or guardian as soon as possible whenever a boarding student requires emergency hospital treatment. Boarding program staff will encourage good health practices and limited supervision of the students' diet, rest, exercise and emotional health.

The parents of dorm students are responsible for informing the dorm parents and the school nurse of any known medical needs/problems their child(ren) may have. The residence program is not responsible for treating serious illness or injuries, arranging for routine medical services or paying for medical expenses.

Health Center hours: 7:45 am - 4:00 p.m.  
 Infirmary Visiting Hours: Morning break and lunch  
 7:00 - 7:30 PM

The nurse tries to be available during posted hours and students are welcome to visit her. If the nurse is not in the Health Center during school hours, students should see the school receptionist.

During after-school hours, dorm students should check with their dorm parents before visiting the nurse. Students must receive permission from the nurse to visit a patient at other times. No more than two people may visit a patient at a time. **(Value: Personal health, respect for others)**

### Office

School supplies are available for student purchase from the school office at specified times. Stamps, air forms, and the cashing of checks are handled only after the office is closed. Students may not leave unstamped letters at the front desk to be stamped by the receptionist. Students may not be in the office after it is closed, except when they are accompanied by a staff member.



### Gym

The primary purpose of the gym is for health/physical education classes and for the extra curricular athletic programs of the school. When the gym and/or weight room is not being used in one of those capacities, it is free for use by any Dalat students or staff. If students want to use the gym or weight room, they need to have adult supervision.



**(Value: Personal Health and Safety)**

# STUDENT OPPORTUNITIES

## Dorm Council

Each dorm elects one representative to serve on Dorm Council. These elections usually take place within the first few weeks of each semester. The same people may be re-elected.

The Dorm Council meets monthly to plan activities and discuss ways to improve the residence life program. The Dorm Council is led by the residence supervisor.

The Dorm Council operates according to the following philosophy:

- Purpose Student leadership in the dorms  
Objectives Good examples of community citizenship  
Foster communication between dorm students and dorm staff  
Sponsor dorm programs  
Plan special activities for dorm students  
Provide a "suggestion outlet" for dorm students  
Assist in solving dorm issues  
**(Value: Community service)**



## Senior Privileges

Seniors may earn special privileges which will be determined by the dorm parents and/or the residence supervisors.  
**(Value: Personal responsibility)**



## Class Meetings

Juniors and seniors participate in special activities with their class sponsors on a regular basis. Dorm students should attend all class meetings and class functions.

**(Value: Community service, Healthy relationships)**

# STUDENT DISCIPLINE

## Discipline Guidelines

The Residence Life program reserves the right to determine the standards of conduct within which the boarding students are expected to live while they are under its' authority and jurisdiction. Failure to comply with the regulations of the school as listed in the Residence Life Handbook is sufficient cause for disciplinary action by the residence life staff or Dalat International School.

Residence life staff reserve the right to provide appropriate discipline for boarding students who violate the rules and standards of the residence life program. The purpose of disciplinary action is to encourage boarding students to be responsible for their actions and to help them integrate Christian principles in their lives. Each dorm parent is responsible for the discipline of the students in their dorm. The residence supervisors are responsible for the general oversight of student discipline for the boarding program. The residence supervisors will ensure that proper documentation and due process is followed in the administration of disciplinary action. Discipline may be administered to dorm students by Dalat staff members.

The following behavior is unacceptable and disciplinary action will be taken in the cases of these offences as deemed necessary by the residence life staff:

- ~ Violating residence life rules
- ~ Disrespect
- ~ Direct disobedience
- ~ Leaving one's room after bedtime
- ~ Leaving the dorm after curfew without permission
- ~ Failure to sign in/sign out
- ~ Leaving campus without permission
- ~ Lying/deceitfulness
- ~ Destruction or theft of property on or off campus
- ~ Promotion or involvement in harassment, hazing, bullying, fighting, violence or abuse
- ~ Promotion, involvement or the appearance of being associated with a gang or gang activity
- ~ Racial prejudice
- ~ Possession, use or promotion of controlled substances, illegal drugs or drug paraphernalia
- ~ Use of profane, vulgar or obscene language
- ~ Possession or use of tobacco products or alcoholic beverages
- ~ Sexual promiscuity
- ~ Inappropriate use of computers, phones, or other electronic equipment
- ~ Promotion or involvement in the occult
- ~ Possession or use of firearms, fireworks or knives
- ~ Attending clubs, discos, or bars
- ~ Possession or use of pornographic material

- ~ Reoccurrence of infractions
- ~ Other infractions, not listed above

When discipline is necessary for correcting unacceptable behavior, it will be administered according to the following guidelines:

- Discipline will be fair, appropriate and timely,
- Discipline will be administered with an attitude of respect and love,
- Discipline will maintain the dignity of the student,
- Discipline will include proper communication with the parents and parties involved, while maintaining appropriate confidentiality.

Possible disciplinary actions include, but are not limited to, restrictions, probation, suspension and expulsion. The use of corporal punishment is prohibited.

**Restrictions:** A boarding student may be restricted to the campus or dorm for disciplinary purposes. If a student is restricted to campus for longer than one week or to the dorm for longer than two days, the residence supervisors will be consulted ahead of time. When these restrictions are imposed, the dorm parents will communicate with the student's parents regarding the reasons for the discipline.

**Probation:** The dorm parents and residence supervisors, in consultation with the director, may place a student on probation for a defined period of time, the details of which will be communicated with the student and the parents.

**Suspension:** A dorm student may be suspended from the dormitory for violations of dormitory rules which are deemed by the administration to be a serious detriment to the student, staff or dorm family. Students, whose presence pose a danger to persons or property, or fail to comply with the regulations of the boarding program or are an on-going threat or disruption to the Christian home environment, may be immediately removed from the dormitory. The length and terms of the suspension will depend on the situation and the discretion of the director in consultation with residence supervisors. The director will communicate with the parents regarding the reasons for the suspension, with conditions of re-admission established in writing. All expenses incurred due to a student's suspension will be charged to the parents' account, including the student's travel home.

**Expulsion:** Students who pose a danger to persons or property, or fail to comply with the regulations of the boarding program or are an on-going threat or disruption to the Christian home environment, may be expelled from the boarding program. The director will communicate with the parents regarding the reasons

for the expulsion. The director will provide a report to the school leadership team regarding any student who is expelled from the dorm program. Parents may make an appeal to the school leadership team in writing within two weeks after official notification of the expulsion. All expenses incurred due to a student's expulsion will be charged to the parents' account, including the student's travel home.

**(Value: Personal Responsibility and integrity, Respect for others)**

### **Prohibited Substances and Materials**

The possession and/or consumption of any beverage containing alcohol are prohibited for all students while under the jurisdiction of Dalat International School. Any student caught in possession of or using alcohol products will be suspended or expelled from Dalat International School.

Students are to refrain from any use of tobacco (smoking, chewing, etc.) while under the jurisdiction of Dalat International School.

Drugs are illegal in Malaysia. Any student found to be in possession of any drug deemed illegal in Malaysia will be expelled from Dalat International School.

Possession or use of any pornographic material is prohibited at all times, on or off campus. Any student found to be in possession of or using pornographic material will be suspended or expelled from Dalat International School.

Fireworks, firearms, and weapons (weapons used or designed to attack, harm, or kill) are illegal in Malaysia. Any student found to be in possession of any item considered an offensive weapon or firearm deemed illegal in Malaysia will be expelled from Dalat International School.

**(Value: Personal responsibility and integrity, Personal health and safety)**

### **Gang Involvement**

Students should not have the appearance of being in a gang and should not wear bandanas or other gang paraphernalia or clothing associated with gang activity. A student who associates with or becomes a member of a gang faces expulsion from Dalat International School.

**(Value: Personal safety, personal integrity)**

### **A Foundation of Trust**

**The residence life team is committed to protecting the atmosphere of trust in the boarding community. While we recognize that kids by nature are immature and will make mistakes, we choose to believe the best in each one and expect that they will respect authority and obey the guidelines of our community. We are committed to helping kids work through the daily challenges of life and want to inspire them to greater maturity and responsibility. While our hearts are committed to patient mentoring and grace-based parenting, we also recognize that on rare occasions some students make choices that significantly damage our trust and their integrity. If the misconduct is serious enough and jeopardizes the positive Christian atmosphere in the dorm, we sometimes have to choose to protect the other students in our care from the one who has chosen behavior that is harmful to themselves and others. Students who have experienced significant personal failure usually require a different style of parenting and a much higher level of intervention and support that only parents can provide. Although making the decision to expel a student from the program is very difficult, our purpose is to enable the student to work through their issues with their own parents and to protect the foundation of trust for the students remaining in the dorm. It is important for parents to understand that in the decision-making process in major discipline cases, we consider not only what is best for the one student, but for all of the others in the dorm who faithfully make good choices.**

# PROGRAM POLICIES AND FORMS

## Admissions Policy

Admission to the boarding program will be a separate step from admission to the school. Each application for admission to the dorms will be considered on a case by case basis.

Students are accepted into the boarding program according to the following criteria:

1. Confirmed admittance to Dalat International School,
2. Completion of the necessary boarding application forms and procedures,
3. Space availability,
4. Potential for the student's needs to be met by the current boarding staff,
5. The student's potential to make a positive contribution to a Christian dorm environment.



In cases where the application file and/or references of the applicant indicate that the student may not make a positive contribution to the dormitory, a personal interview between the residence supervisors and the student and their parents may be required.

Students in good standing normally retain residency in the dorm, and will not be involuntarily replaced by new applicants.

Applicants who have siblings already in the boarding program will be placed in the same dorm as their sibling, whenever possible.

Students returning from a furlough will be placed in the dorm they left, whenever possible.

Boarding students who leave before the completion of a semester leave a vacancy that is difficult to fill. Therefore, the



family will be reimbursed for the cost of the student's food for the remaining weeks, not a pro-rated percentage of the semester's room and board rate.

In order to protect the stability of dorm families, students will not be admitted to the boarding program after the mid-point of the third quarter.

Our recommendation and expectation is that a student enrolling in the boarding program will be present on the first day of that semester.

## Boarding Home Ratios

The ratio of adults to students in each dorm home will not exceed 1 to 9. The adults counted for each home are the full time dorm parents and a percentage of the dorm assistant's time. The biological children of the dorm parents are included in the student numbers, if they live in the boarding home under the care of the parents. The following students will be counted as 1.25 because of their greater need for dorm parent support and assistance:

1. Students who have diagnosed special needs,
2. Students who are registered in the ESL program at Dalat,
3. Students who are in elementary school.

## Personal Protection Policy and Advocacy Network

The school has a zero tolerance policy for harassment, hazing, fighting or any other form of abuse. Dorms cannot function safely or effectively when this type of behavior is present. Students who feel they have been subjected to harassment or abuse, or who observe conduct of a harassing or abusive nature, are encouraged to promptly report the matter to a school-appointed advocate or staff member. Any reports of this type of behaviour will be investigated according to DIS's Personal



Protection Policy (printed in the Student Parent Handbook). Students found guilty of any of these offences may face suspension or expulsion from the boarding program.

A network of advocates is appointed by the school board; these are objective, trained and trusted adults to whom students may go to express and process

sensitive concerns or issues. The advocates promote the protection of students and enhance the responsibility and objectivity of the school administration in investigating and addressing all reports of harassment and abuse. Advocates do not investigate reports personally or administer discipline, they serve as the representative voice for students or parents who are not able to be present. Dorm students and their parents will be informed each year of the names and contact information of the approved advocates.

**(Value: Respect for others)**

### School Jurisdiction

Students, while under school jurisdiction, are required to comply with the regulations of the school listed in the handbooks and submit to the authority of staff members. Failure to do so is sufficient cause for suspension or expulsion from school.

Boarding students are under the jurisdiction of the school from the time they arrive for the semester until they leave at the end of the semester. This means that they will remain under the care and responsibility of dorm parents from the time they are picked up at the airport until they are taken back to the airport to go home, unless they are checked out to the care of their own parents in Penang or a local guardian with a "Transfer of Guardianship Form."

Students whose behavior brings reproach to the school are subject to disciplinary action by the school, whether or not they are under the school's jurisdiction as explained above.

Dorm facilities and furnishings are the property of the residence life program. Dorm parents may confiscate personal belongings which violate dorm rules or have been used abusively. Residence



life staff may search any room in the dorm with probable cause, as determined in consultation with the residence supervisors. Such action shall be done in the presence of the residence supervisor or an impartial witness.

**(Personal responsibility and integrity)**

### DIS Residency Policy

All students attending Dalat International School are expected to live with their parents or documented legal guardian in Penang or to live in one of the school's boarding homes. Failure to abide by this residency policy may result in the student's termination from Dalat International School.

Parents of boarding students must sign the Guardianship, Medical Release, and Parent Support forms stating that the residence life staff has the legal right to make crucial decisions when neither parent can be contacted in a timely manner.



If the parents of a dorm student will not be personally supervising their child during the weeks of vacation when the dorms are closed, a legal guardian must be identified on the Annual Boarding Student Information form. The parents need to complete the Transfer of Guardianship form at the end of each semester to change responsibility for the child from the residence life staff to the local guardian.

### Early Withdrawal from the Boarding Program

If a dorm student withdraws early from the boarding program (either voluntarily or because of a suspension or expulsion), only the cost of their food for the remaining days of that semester will be refunded to their parents' account.

### Residence Life Forms

The following forms are required for all boarding students each year and are accessible on our school web site. When students return to school, they will remain on campus until the forms are turned in to the dorm parents.

1. Annual Boarding Student Information Form
2. Statement of Temporary Legal Guardianship, Medical Release, Parent Support Form
3. Student Health Form
4. Student Commitment Form

The following forms are used as needed.

1. Transfer of Guardianship Form
2. Personal Computer Use Form
3. Principles and Guidelines for Dating



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E-mail: [registrar@dalat.org](mailto:registrar@dalat.org) Web Site: [www.dalat.org](http://www.dalat.org)