

Dalat Learning Resource Connection for Home Education (DLRC)

Partnering with homeschooling families to provide their children with an education for life

Handbook

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Membership

- DLRC membership is open to families living in Penang state who are homeschooling one or more of their children grades K-12. Homeschooling refers to the educational system in which the parent is the primary educator and/or the education takes place in the home.
- Families can apply for DLRC membership by filling out an application and submitting it to the DLRC coordinator. When the application is approved and the fees calculated, the fees can be paid at the finance office.
- Membership is available in full year and half year increments only. The DLRC follows the American Education calendar, so memberships begin in August and end in July. Half year memberships begin or end in January.
- In line with the school's core values, mission, and vision families who are full time workers with a recognized mission agency can apply for a reduced fee schedule.
- As part of the application process, the DLRC members will sign a statement indicating that:
 - They will not hold Dalat responsible for their (the family's) academic choices and outcomes.
 - They give permission for their kids to take part in school activities including sports and school sponsored trips away from the school campus.
 - They will not hold Dalat liable for injuries on campus or during trips save for the gross negligence on the part of Dalat.
 - They will pay all fees in a timely manner.
- DLRC members and their children are expected to be informed and comply with school rules and procedures. They are expected to use the school facilities respectfully and responsibly.
- Although DLRC members have a Dalat account with the finance office, all fees and purchases must be paid at or before the time of service, and accounts should not be charged unless the family has at least one full time student attending Dalat.

Dalat Libraries

- DLRC members can access the books and materials in the DLRC library and the Dalat library. See the online catalog at: <http://library.dalat.org> Member families can check their library usage history online (login required). Families can also access e-books and online research tools powered by EBSCO and Britannica (login required).
- Member families are limited to checking out 50 resources at a time (DLRC and Dalat libraries combined). Materials from the Dalat library can be checked out for a period of two weeks for books and one week for DVDs. Due date extensions can be granted by emailing the librarian. For DLRC materials, the checkout period is 90 days.
- DLRC member families are expected to respect and follow all library usage rules.
- Students are to be under parent supervision while in the library. If parents need an exception to this, they must secure permission from the librarian.
- The Dalat library hours are from Monday to Friday 8am to 5pm. The library is often open during school vacations, but please call ahead to confirm.
- The DLRC library is typically open weekdays from 8-4:30.

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After School Activities (XBlock, KICs)

Parameters

- “After School Activities” refers to the clubs and sports program held from 3:10 till 3:50 after the normal school day at Dalat. In Elementary these are referred to as KICs. In Middle School and High School these are referred to as XBlocks.
- The cost of participation in these activities is covered by the DLRC family membership fees. There may be additional costs associated with certain clubs and activities for materials and instructor fees.
- Members of the DLRC may request to participate in any of these After School Activities, and will be placed in activities based on availability. Full-time Dalat students will have priority in the assignment of activities.
- Students can participate in After School Activities any day that they are available at the student’s age level. The DLRC and the school may limit the number of activities DLRC students may join.
- Changes to the activity requests and assignments must go through the DLRC first.
- Dalat uniforms are not mandatory for DLRC members participating in After School Activities. However as most, if not all, Dalat students will be in uniform, it may be beneficial for the DLRC student to also wear a uniform. Uniforms can be purchased through the Dalat Main Office.
- Students are not to be on campus without supervision of a parent or teacher. This means that all students participating in After School Activities must be dropped off and picked up within 10 minutes of the start and stop of the activity. Arrangements can be made through the DLRC for special circumstances.
- Students are required to attend all assigned club or activity meetings. If a student cannot attend, a parent should contact the leader and the DLRC coordinator.
- The DLRC is expected to contribute to the After School Activities program by organizing and running activities. This is often done with the help of DLRC parents. Parents are encouraged to be involved in the After School Activity program as volunteers to help or run clubs and activities. This helps to keep the program running as well as gives the parent the opportunity to interact with students of similar age to their own kids, and gives parents a chance to integrate deeper into the Dalat community. To get involved, parents can contact the DLRC coordinator or the activities coordinators.

Procedures

- The DLRC coordinator and the coordinators of the After School Activities will work together to prepare and distribute the list of available activities to the DLRC families. These lists will be made available by the DLRC during the first week of each semester.
- The DLRC will send a form or some method of collecting parent and student information and indicating the top choices a student has made.
- Parents and the DLRC coordinator can work together to determine the appropriate age/grade level for a student to join based on social maturity, academic level, and interest.
- Parents will have till the start of activities (usually a week) to respond to the DLRC with the requests for participation in activities. Availability is based on first-come first-served, so parents are encouraged to respond early.
- These choices will be submitted to the Activities coordinators for assignment. Choices will be evaluated, and activities assigned based on availability. Every effort will be made to assign the student to his/her first choice. Parents will be informed of the assignments, location, and instructor prior to the first meeting.
- Leaders will be informed of the DLRC students' involvement by the DLRC or activity coordinators.
- Parents and activity leaders need to establish communication with each other in case of a change of plan or absence.
- Prior to the first meeting, parents must plan for drop-off and pick-up procedures to comply with supervision policy. Parents must determine (with the help of DLRC) where the club/activity will meet.
- The DLRC, activities leaders, and activities coordinators will work to communicate with students and parents concerning any change or cancellation in activities. Parents are responsible to read all announcements and emails, and to keep an eye on the Dalat calendar to stay informed of changes or cancellations.

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Extra-Curricular Activities and Sports

Parameters

- DLRC students may participate in extra-curricular activities at Dalat including the high school drama team and Forensics team (competitive speech team) provided they meet the requirements below.
- DLRC students may represent Dalat in individual sports competitions provided they meet requirements below. Forms can be obtained from sports event organizers and brought to Dalat for processing.
- DLRC member students can participate in the Dalat Team Sports program including Basketball, Soccer, Softball, Volleyball, Track & Field, and Tennis provided they meet requirements below. They must try out for the team just as the full-time Dalat students would do.
- A DLRC student can try out for, and be placed on a sports team, provided it does not take away an opportunity for a full-time Dalat student to participate in that sport at some level.
- The activities in this category do not include XBlock (3:05-3:45pm) activities or Intramural activities. They include activities where students are representing Dalat in the community.
- To be eligible to participate in an extra-curricular activity, represent Dalat in individual sports, and/or try out for a team sport (on equal terms as Dalat students), the following must be met:
 - DLRC students must pay an additional Activity Fee (for each sport/activity) to cover admin costs.
 - DLRC students participating in these programs will be responsible to cover any costs of equipment, uniforms, or travel/accommodation (outside Penang) associated with participating in team activities 100%. These costs are to be pre-paid before equipment and tickets are purchased.
 - Besides the sport/activity the DLRC Student is representing Dalat in, he/she must make every effort to be involved at the school in other ways. For example, this could be auditing a class that meets 5 days a week or 2 X-blocks or intramurals.
 - DLRC Students must participate in an educational accountability program in which the parent regularly reports curriculum and progress to the DLRC.

Procedures

- The DLRC coordinator will assist in communicating Activities and Team Sports opportunities with DLRC parents, but interested parents should also stay tuned to announcements in the weekly Dalat newsletters and daily announcements.
- Once an opportunity of interest is identified, the DLRC can assist with making contact with the appropriate coach(s). After that, parents and students should communicate directly with the coach(s).
- Parents/students are responsible to understand, pursue and meet all the requirements listed above with the assistance of the DLRC coordinator.
- The coaches will keep students and parents informed of practice and competition schedules and arrangements.

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Scouts

- The Boy Scout program at Dalat is a community program, and does not require DLRC membership to join.
- The DLRC coordinator can help families connect with the current troop leaders.

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Auditing a Dalat Class

Parameters

- Auditing a class means that the student attends all the classes, participates in the homework and testing, and receives materials, support and feedback from the teacher just as a full time student would. However, Dalat does not keep a transcript or a record of the final grades as official Dalat credits or grades. The student is not considered a student of Dalat. Students who audit a class will have access to course descriptions and syllabus as well as grades earned and teacher comments for use in documenting grades on a homeschool transcript.
- The option to audit a Dalat class is open to DLRC members only.
- The option to audit a class is limited to students in grades 7-12.
- The student can audit one class per semester.
- Classes for auditing are subject to availability as determined by the guidance counselor, and willingness of the teacher. Full-time Dalat students will have priority in scheduling.
- The cost of auditing a class is set each school year and roughly reflects 1/7 of the normal tuition cost for the student. This must be paid before the first day of class attendance.
- All travel/accommodation expenses incurred for class trips (outside Penang) will be covered 100% by the DLRC member.
- Students will be required to wear a school uniform when on campus for the class.
- All rules pertaining to Dalat student behavior apply to DLRC students auditing a class (see [Student/Parent Handbook](#)).
- Students in grades 9-12 will need to have a laptop computer for most academic classes (check for requirements). Students must use the student network on campus, and any other outside data services must be disabled while on campus.
- The student is expected to attend all class meetings and activities, and attempt all assignments and tests.
- DLRC students on Dalat campus must be under the supervision of a staff member or parent at all times. This means that students should be dropped off and picked up within 10 minutes of the start and end of class. If using the library for research or study, the parent must accompany the student or seek approval from the library staff for the student to be in the library.
- When picking up or dropping off students for class, the vehicle must enter the campus or the upper field parking lot. Students are not to be dropped off or picked up on the street in front of the school.

Procedure

Parents/Students

- Parents must contact DLRC at least two weeks prior to the start of the semester to inquire about available classes for audit.
- A list of classes and times can be secured from the DLRC coordinator. Note that some days of the week have slightly different schedules than other days.
- The DLRC coordinator will work with the parents, student, and guidance counselors to find the best placement for the student.
- Classes for auditing are subject to availability as determined by the guidance counselor and teacher. Full-time Dalat students will have priority in scheduling.
- The DLRC will contact the finance department to generate an invoice for the cost of auditing the class and this must be paid at the finance office before the student can attend class.
- Prior to the beginning of class, parents must purchase a school uniform(s) by contacting the main office staff.
- Prior to the beginning of class, parents and student should tour the campus and become familiar with where the class will be held. They can also meet the teacher and or get his/her contact information.
- Prior to the beginning of class, parents and student should determine how and when the student will be dropped off and picked up and secure any needed permissions from DLRC and Library for staying on campus beyond class time.
- Prior to the beginning of class, the parents and student must contact the Technology department to secure any needed student accounts and or to configure the student's laptop for campus use. DLRC can assist with this process.
- Students are expected to attend the class from the first day of the semester to the last day. Any absences should be pre-arranged with the teacher so that make-up work can be arranged.
- Parents should expect to receive communication from DLRC or the teacher concerning grades after nine weeks of class and also at the end of the semester.
- The teacher will be maintaining grade records throughout the semester, so if at any time a parent or student wants to check on student progress, they can contact DLRC or the teacher.
- If a course description or syllabus is needed for homeschool records, parents can contact DLRC or the teacher for this information.
- DLRC can assist the parent with any record keeping or documentation needs as they arise.
- It is important to note that all Dalat student rules apply to auditing DLRC students (including dress code, personal appearance, conduct, and electronic usage). Parents and students must be familiar with these expectations as described in the [Dalat Student/Parent Handbook](#).
- Academic and/or conduct concerns will be communicated by the teacher or DLRC coordinator to the student and parents to determine course of action. Conversely, parents and students will communicate with the DLRC coordinator or teacher any concerns they might have about the class or other students.

School/Teachers

- All requests for auditing a class should be directed to the DLRC.
- When a request for a class audit is received, the DLRC will contact the guidance counselor to determine available options and work with the family to make a selection.
- Prior to the first day of class, teachers will be notified that there is a request for a class audit from a DLRC student. Together, the teacher, guidance counselor and DLRC coordinator will determine if this is a good fit.
- When this decision is made, student and parent contact information will be given to the teacher and the teacher can begin dialoguing with the family directly.

- The Technology department will need to assist the family and perhaps the teacher in making the appropriate network and DIScourse arrangements.
- The student will NOT be entered into PowerSchool. This means that the teacher will need to keep separate grade records and comments for the auditing student. DLRC can assist with the setup of these records as needed.
- Open communication with parents and student needs to be maintained and grades reported at least at the nine weeks (more frequent is preferred as parents do not have access to PowerSchool). Grade reporting should be cc'd to the DLRC coordinator or be sent through the DLRC coordinator.
- Parents may request a grade update at any time during the semester.
- The teacher needs to help the student understand any unique scheduling or events that might impact the time and location of an upcoming class period.
- Students are expected to follow all the Dalat student expectations as described in the Student/Parent Handbook. Any concerns should be directed to the DLRC coordinator or to the student and parents.
- The DLRC coordinator needs to be informed by the teacher of any additional time a student needs to be on campus as required or invited by a teacher. The teacher will be responsible for the student during these times.

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Testing

Standardized Skills Testing

- The DLRC can make some suggestions on online basic standardized assessments.
- DLRC staff can meet with parents to review the results.

Individualized Academic Testing

- The DLRC can make some suggestions on local options for more in-depth academic assessments.
- DLRC staff can meet with parents to review the results.

Diagnostic Testing

- The DLRC can make some suggestions on local options for full battery psychoeducational assessments.
- DLRC staff can meet with parents to review the results.

Advanced Placement (AP) Subject Testing

- Dalat is a testing site for the Advanced Placement exams for high school courses. These exams can potentially be counted as college credits depending on the college/university. More info [HERE](#).
- Students who are not full time students at Dalat can take the exams if they are members of DLRC. Non-DLRC students will not be allowed to take the exams.
- A student wishing to take the exam must contact the DLRC coordinator to arrange for the test before October 15.
- A candidate must prove to the DLRC coordinator that they have studied the course material in accordance with AP standards. This means they are intentionally preparing for the subject test through specific tutoring, online AP course or equivalent.
- The current price of an AP exam is about USD \$122. This can be paid directly to the High School Guidance Office on the day of the testing in the MYR equivalent (based on exchange rate at the time).
- Besides the price of the exam, a sitting fee will be charged (also payable on the day of the exam to the HS Guidance office). If the exam being taken is one that is being taken by other Dalat students, then this sitting fee will be RM150. If the exam being taken is not being taken by other Dalat students (special order), the fee will be RM300.

CLEP Testing

- Dalat is a testing site for the College Level Examination Program (CLEP). These exams can potentially be counted as college credits depending on the college/university. More info [HERE](#).
- This is a community program, so an exam taker does not need to be a Dalat student or a member of the DLRC.
- A student wishing to take a CLEP exam, should visit the [CLEP page](#) on the Dalat website, and use the sign up form for Dalat students, or contact the CLEP coordinator indicated on that page.
- CLEP tests cost about USD \$90 as well as an additional sitting/administrative fee (MYR 75) payable on the exam date.

PSAT Testing

- Dalat is a testing site for the PSAT/NMSQT in October each year. These exams used to prepare students in grades 10 or 11 to take the SAT and also as a starting point for certain college scholarships. More info [HERE](#).
- Students who are not full time students at Dalat can take the exam if they are members of DLRC. Non-DLRC students will not be allowed to take the exams.
- A student wishing to take the exam must contact the DLRC coordinator to arrange for the test before April 1.
- The current price of the PSAT is about USD \$15. This can be paid directly to the High School Guidance Office on the day of the testing in the MYR equivalent (based on the exchange rate at the time).
- Besides the price of the exam, a sitting fee will be charged (also payable on the day of the exam to the HS Guidance office). This sitting fee will be RM30.

SAT Testing

- Dalat is a testing site for the SAT exams at various times of the year. The SAT exam scores are used by many colleges and universities to help determine admission. More info [HERE](#).
- All information, registration, and payment should be done directly through the [College Board website](#).
- An SAT taker does not need to be a Dalat student or a member of the DLRC.
- There are no additional sitting fees for the SAT.

ACT Testing

- Dalat is a testing site for the ACT exams at various times of the year. The ACT exam scores are used by many colleges and universities to help determine admission. More info [HERE](#).
- All information, registration, and payment should be done directly through the [ACT website](#).
- There are no additional sitting fees for the ACT.

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Parking Policy

- DLRC member families are welcome on the Dalat Campus. They are part of the Dalat community and should be treated as such. They are expected to follow school rules and policies while on campus.
- DLRC members must apply at the main office for a car sticker to drive onto campus or the upper field.
- DLRC members can drive on campus to drop off or pick up students from activities.
- Parking on campus is not permitted during peak times (before and after school pick-up times during the school year). During off-peak times including summers, short term parking (e.g. drop of library books) is permitted with the permission and direction of the security personnel.
- All other parking that is longer term (more than 15 minutes) is to be done on the upper field east of the campus. During peak hours, the gate at the upper field will be opened and manned by security personnel.

- At all times DLRC members are to follow the direction of the Dalat security personnel as security is of primary concern, and policy can change without notice.

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Student Passes

Dalat does not offer student passes/visas for DLRC members.

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