

ADMISSIONS

HANDBOOK



FOCUS 2020

Accredited by:

*Western Association of Schools
and Colleges (WASC)*

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Christian Schools International (ACSI)*

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East Asia Regional Conference Overseas Schools (EARCOS)

*Association of
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EDUCATION FOR LIFE



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ADMISSIONS GUIDE

Welcome to Dalat International School. Dalat is an American-style, university preparatory school with a biblical worldview. The school is accredited by the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI). Our campus is host to over 700 students from countries on every continent around the world and offers an exciting multicultural environment for students to learn.

The purpose of this booklet is to assist parents in making the admissions process as smooth as possible. It provides information you need regarding the enrollment process as well as services available at Dalat.



APPLICATION MATERIALS

The online student application and checklist of required documents can be found on our website, **www.dalat.org**, under the admissions section. Supporting documents may also be submitted via scanned email attachments sent to **admissions@dalat.org**. Please note that forms vary depending on the grade level of the child and other services you may require. Your application will be considered complete and ready for review once the completed application, documents, and the application and test fee (test fee as needed for kindergarten and older) have been received by the admissions office. Please refer to the application checklist.

APPLICATION PROCESS

We encourage parents who desire to enroll their child at Dalat to contact the admissions office regarding spaces available and to have their initial questions answered prior to applying. We are happy to schedule appointments and tours for prequalified applicants who are likely to meet our minimum requirements for enrollment. Scheduling priority is given to applicants who are applying for the next intake. Unscheduled walk-in visits are rarely productive since our calendars fill up with appointments a week or two in advance and tours are limited to reduce disruptions to our classes.

Dalat International School – Admissions Office
Tanjung Bunga 11200, Penang, Malaysia
Phone : (60-4) 375-2100
Email : admissions@dalat.org
Website : www.dalat.org

ADMISSIONS PROCESS

1. Visit the school for an informational tour (optional)

- Appointments must be scheduled in advance as we are rarely available to take walk-in appointments
- Tours are usually given in February–April for the August intake and September–November for the January intake

2. Submit Application Form and Other Documents

- Please refer to the document checklist on the online application form
- Boarding students must submit an additional supplemental boarding application
- Pay application fee

3. Receive Acknowledgement of Application

- Parents will receive an acknowledgement email. A reminder will be given for any outstanding documents. No student's file will be reviewed by the admissions committee until all documents are received
- Schedule placement test

4. Student's File is Complete

- Student's file will be reviewed only after ALL the supporting documents are received and placement testing is administered
- Applications are not considered on a "first come, first served" basis, rather applications received in January to March will be considered together in our March meetings (and August to October applications considered from October as a group). Many classes have limited availability; only completed qualified applications have equal opportunity for available openings. Siblings of current students and staff children are prioritized
- The admissions committee is comprised of admissions director, deputy head of school, principals, and a counselor. ESL coordinator, residence life supervisors, and special services coordinator are called upon as needed
- All enrollment decisions are made by the admissions committee, which meets once per week as a team in March, April, October, and November

5. English as a Second Language (ESL) and Special Services (limited)

- All non-native English language speakers will be assessed for their need for enrollment in an ESL support class
- ESL students must meet our minimum requirement for English to be eligible for enrollment. Students in kindergarten and above are required to have a strong English foundation
- Additional information is essential for students identified as needing special services support. The admissions committee reserves the right to require additional assessments or testing as needed
- Dalat does not have special services or ESL support in preschool

6. Admissions Decision

- The enrollment decisions are made by the admissions committee and are final
- If qualified and a seat is available, parents are notified of the acceptance offer via email
- If qualified and a seat is not available, students may be placed on the waiting list. Waitlists are kept to a maximum of 5% of the grade level capacity. If the waitlist is full, a qualified student may not be waitlisted at the discretion of the admissions committee. Parents are encouraged to keep in touch with the admissions director as to their child's status. Students will be waitlisted a maximum of 12 months
- Non-qualified students will also be notified by email
- Please note that donors or contributors of large gifts are not given preference in enrollment

7. Fees Due

- Registration fee must be paid within four weeks after receiving the acceptance offer. Failing to do so will mean the removal of the student from enrollment
- All other fees are due prior to the start of the semester

8. Final Documents Needed for Enrollment

- Completed physical evaluation and health forms (including immunizations) are required before the student's first day of school
- Visas/Ministry of Education approval must be completed within the first six weeks of school. Copy of visas must be submitted to the admissions office
- All renewed passport copies must also be submitted to the admissions office



CHECKLIST



1. All Students

- A non-refundable application (RM600) and test fee (RM200) totalling RM800 is required for all applications for kindergarten through Grade 12 with the submission of the application or at the time of testing. Preschool applications are charged a RM600 application fee. Payment can be made in cash, by check, or wire transfer payable to Dalat International School
- School records from each school previously attended during the past two years
 - School records, including any standardized tests scores (ITBS, MAP, PSAT, STAR, etc.) must be translated to English (if applicable) and certified
 - Preschool and kindergarten students are not required to submit reports, although a progress report from the child's preschool program is preferred. All preschool applicants must have completed toilet training at the time of application to qualify
 - Any psychological, student support (IEP), or special education records and evaluations

- Teacher Reference form: math and English teacher (Grades 1–12)
- Principal/Counselor Reference form (Grades 1–12)
- Current picture of the applicant (passport or school-type, digital preferred)
- Photocopy of student's passport with at least six months' validity showing the passport number and date of birth
- Photocopy of student's birth certificate
- Photocopy of father and mother's passports

2. Additional Boarding Requirements

- Boarding application
- After enrollment: Four passport-size photos with blue background for the student visa

ADMISSIONS POLICIES

Students are accepted under the following conditions:

1. **Non Discrimination** — Dalat International School admits students of any race, religion, gender, nationality, or ethnic origin. Dalat students have equal rights, privileges, and access to programs and activities generally accorded or made available to students at the school. Students will be accepted after proving their command of English is adequate to the learning situation and provided if spaces are available. Dalat International School reserves the right to establish waiting lists and to assign priorities for enrollment as necessary.
2. **American School** — Dalat is an American-curriculum international school accredited by North American institutions and does give priority to U.S. citizens, students whose parents work for U.S. companies, and native English speakers.
3. **Application Forms** — A complete set of the online Student Application, school records, confidential reference, supplemental boarding information (for boarding students), all pertinent school records, and standardized test scores must be received by the admissions office before the application will be considered complete by the admissions committee. Incomplete applications might cause delays in receiving an offer for enrollment.
4. **Physical Evaluation Form** — The Physical Evaluation by a doctor must be received prior to the student beginning classes. Students will not be able to start school if the admissions office has not received the physical evaluation.
5. **Immunization Policy** — Dalat International School requires the following vaccinations:
 - Hepatitis B: three shot series
 - Varicella (chickenpox): two shot series
 - Polio series
 - DTaP: Diphtheria, Tetanus, Pertussis: four shot series with boosters at appropriate ages
 - MMR: Mumps, Measles, and Rubella: two shot series

Dalat International School will allow the following exemptions:

- Medical Exemption: Exemption form to be filled out by student's primary physician
 - Personal/Religious Exemption: Parent/legal guardian must meet with the Dalat nurse for discussion of the benefits and risks of immunizations, then a Certificate of Exemption form can be filled out and signed by both parties
6. **Availability** — The program needed by the student is available.
 7. **School Records** — The student's previous school records meet the academic requirements for admittance.

8. **Transfer of Credits** — High school students from non-accredited schools will have their credits validated by examination or scholarship performance in Dalat International School. The placement of such students will be on a trial basis until proper validation of the previous credits has been attained.

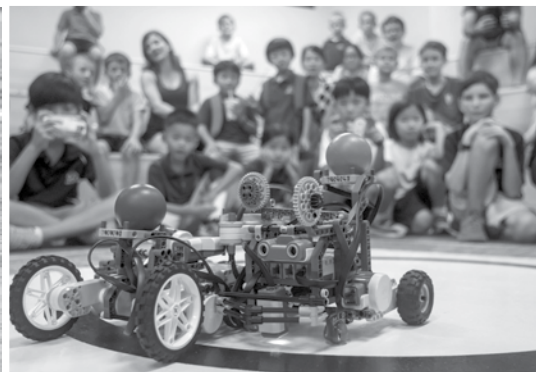
9. **Bible Classes and Chapel Meetings** — The parent and student agree for the student to participate in and attend Bible classes and chapel services in accordance with the attendance policy. Dalat is an international school that teaches from a biblical worldview.

10. **Interviews and Testing** — The admissions committee will also consider if the results of an interview (during the application process) between admissions personnel and the parent and student are satisfactory, or the results of an interview between the deputy head of school, principal, residence supervisor (for boarding students), and the parent and student are satisfactory (if deemed necessary). Preschool applicants must have an interview and pass a behavioral-developmental screening for preschool readiness. All applicants for kindergarten through Grade 12 will be given a standardized test (MAP) to confirm grade placement and eligibility during one of the campus visits. When multiple applicants qualify for a seat, Dalat does not select students based on the highest test scores but on the entire application and the discretion of the admissions committee.

The RM200 testing fee will be paid together with the application fee (RM600) totalling RM800 by the testing date. Remote testing may be available for students from international or Western-curriculum schools. Proctor must be pre-approved, and the testing environment must follow the guidelines of the admissions office. Should remote results not match student performance upon starting school, enrollment may be re-evaluated and/or a student may be given provisional acceptance.

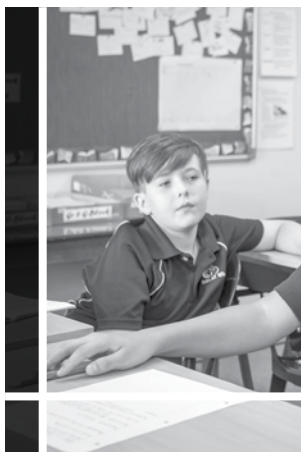


11. **Non-Malaysian Passport** — All students with a non-Malaysian passport must apply for a student visa. It is the parent's responsibility to apply for a student visa or student pass. There are a few exceptions such as MM2H or Residence Pass-Talent that require other procedures to comply with the Malaysian Ministry of Education guidelines. Boarding students will receive assistance from the Dalat main office to get their student visas.
12. **Preschool and Kindergarten** — Students entering preschool must be potty trained, able to follow instructions and routines, understand and communicate in basic English, overcome parental separation, and interact well with other children. A student's acceptance will be on a probationary basis pending on whether or not the child is able to meet these requirements.
13. **Boarding Priority** — Priority for boarding is given to children whose parents work for Dalat-approved mission organizations and who are native English speakers.
14. **Provisional Acceptance** — When there is a concern regarding a student's academic ability, behavior, or English proficiency, the student may be given provisional or conditional acceptance. Criteria for continued enrollment will be outlined in the acceptance letter. Students admitted on provisional/conditional acceptance are admitted for one semester. Upon arrival, the student may be referred to the Student Services Team (SST) for quarterly review. The student's teachers and divisional counselor may meet regularly with the student and report back to SST. SST will then make a recommendation to the School Leadership Team regarding the continued enrollment of the student. The principal will then send a letter via email to the parents stating whether or not the student has met provisional requirements and outlining any additional expectations for the student. If provisional or conditional enrollment requirements are not met, enrollment may not be continued.
15. **Arrival Deadline** — Eight days after the semester has started, no new students will be admitted that semester. Exceptions are given to U.S. and Canadian citizens transferring from U.S. or Canadian schools.



ESL STUDENTS (English as a Second Language)

1. All applicants applying to kindergarten and above will take a placement test that is administered on our campus prior to admission. This is a shortened version of the test Dalat students take twice a year. Applicants to preschool with limited English will be admitted at the discretion of the admissions committee in consultation with the ESL department. A secondary evaluation by the ESL coordinator will be conducted when deemed necessary.
2. Dalat International School admits students through Grade 7 with limited English proficiency based on the following: past academic performance, results of the placement test, and seats available in the appropriate grade level. Admissions criteria will differ in the different divisions of the school.
3. All students must have some level of English proficiency to be accepted. Dalat does not accept students with no English proficiency.
4. Students applying for Grades 9 to 12 must be fluent in English. No ESL classes are available after Grade 8.
5. There are limited spaces available in the ESL program.
6. Additional fees apply to the ESL program.





SPECIAL SERVICES

Sometimes a student may require additional support due to a learning disability, mental health issue, neurodevelopmental disorder, or other condition. Our programs are designed to meet the instructional needs of students with minor learning, language, emotional, or behavioral difficulties. Admission is contingent upon a match between the student's needs and the level of services available. There are limited spaces available for children with special needs. Special Services support is typically limited to accommodations, pull-out interventions, push-in instruction, and academic testing and is available only from kindergarten onward.

To properly evaluate and prepare to support the child, educational and emotional support documentation is needed. These documents include, but are not limited to, copies of school reports, copies of all diagnostic test reports and results, Individualized Education Program (IEP) reports, 504 plans, psychological educational evaluation or other learning support profiles, medical information related to your student's learning, notes on speech therapy and other therapeutic support, and recommendations from a specialist for further support.

Without such information, Dalat International School cannot make the best educational decisions for your student or provide the kind of environment that meets your student's educational needs. Failure to provide this information puts the child at risk and may result in a denial of admission or a reversed admission of a previously accepted student.

Should a child with documented special needs meet initial requirements, the following additional steps may be a necessary part of the admissions process. These assessments would happen prior to an enrollment offer, and recommendations/results would be submitted to the admissions committee for further consideration:

- Assessment and interview with the special services coordinator and/or counselor
- Observation in a classroom setting
- Interview with the principal

If a child has no documented need, but during the admission interview and placement testing a child clearly shows areas of concern in behavior or performance, the admissions director will consult with the committee and refer to special services for further review prior to enrollment consideration. Special services will then determine if further assessment may be beneficial to identifying potential needs and ability to fit into the appropriate grade level with support. All students accepted with learning or behavior concerns or diagnoses will be on an automatic one quarter trial period; continued enrollment will depend upon evaluation results at the end of the quarter.

STUDENT DEPARTURES

Parents are required to submit a withdrawal notice via the online Exit Survey on the admissions webpage as soon as possible. In order to refund the position holding deposit, the Exit Survey must be received before the notification deadline. Payment of any outstanding financial bills is required before school records will be released.

POSITION HOLDING DEPOSIT

A one-time position holding deposit must be paid for all new students at the start of the semester (one deposit per family). This deposit will remain with the school and will be refunded to parents when the last student in the family leaves Dalat for graduation or withdrawal, provided a withdrawal notice is given by the notification date.

Withdrawal notification deadlines:

- Semester 1 (fall) – October 15
- Semester 2 (spring) – March 15

WAIT POOL

When a class is full, qualified applicants are placed in a wait pool if the parents are willing to wait and will be contacted in case a space opens up. Applicants in the wait pool are not assigned a number and parents who call asking where their child is in the queue will not be given this information because it can be misleading. Parents are encouraged to maintain current contact information with the admissions office and provide updated school records. In the case of a sudden opening, a decision can be made right away because all the required documentation will be available. Students are waitlisted for a maximum of 12 months.

IMPORTANT EVENTS

ORIENTATION DAY

Upon acceptance into Dalat International School, families will be sent information about new student and parent orientation to prepare for a smooth transition. Families are expected to attend orientation day. Orientation is held the day before the start of each semester. More information and instructions will be provided via email.

Boarding student parents will have an additional orientation for parents on the first day of school.

The school uniform store will open on orientation day as well as the two days prior to the orientation each semester.

HIGH SCHOOL STUDENT SCHEDULES

High school students and their parents must attend appointments with the high school counselor as part of orientation. This time with the counselor is necessary to review your child's class schedule. You will receive an appointment via email from the guidance counselor's office. Reschedule requests may be made by contacting the guidance office directly.

NEW PARENT BREAKFAST

Parents of new students are invited to the New Parent Breakfast held one week after school starts each semester. This orientation includes information on school goals, help with transitioning into a new school, and an opportunity to ask questions of school administrators. While orientation starts your child well in our school, New Parent Breakfast provides resources to weave your family into our extended community.

OPEN HOUSE

Open House is held a few weeks after the start of the first semester in August. All parents are encouraged to attend. It is a great opportunity to meet your child's teacher, meet other parents, and find out more about the school.

PARENT-TEACHER CONFERENCES

Conferences are held with the parents of each child in middle school and high school at the end of the first and third quarters. Preschool and elementary conferences will take place during the first and third quarters. Parents may request a conference with a teacher at any time. Please contact the teacher via email, in writing, or by calling the school office to request and arrange a meeting time.



GENERAL INFORMATION

SCHOOL HOURS

Elementary Preschool	8:20 a.m.–noon
Elementary (Grades K–4)	8:20 a.m.–3:10 p.m. (with clubs until 4 p.m. for Grades 1–4)
Middle School:	8:20 a.m.–3:10 p.m.
High School:	8:25 a.m.–3:10 p.m.

Jackets

Elementary, middle, and high school: Dalat school hoodie sweatshirts only.

Footwear

Elementary: Sports shoes or sandals with a back strap.

Middle and high school: Smart looking shoes, athletic shoes, or sandals.

No other additions to the Dalat uniform can be made.

UNIFORMS

Students are required to wear the school uniform during school hours.

School Uniform

Elementary School Uniform

Dalat uniform shirt with khaki Dalat shorts or skort.

Elementary P.E. Uniform

Yellow dri-fit Dalat P.E. shirt, Dalat P.E. shorts, and athletic shoes.

Middle and High School Uniform

Dalat uniform shirt with khaki Dalat shorts, skort, or long pants.

Middle and High School P.E. Uniform

Yellow dri-fit Dalat P.E. shirt, Dalat P.E. shorts, and athletic shoes.

All Dalat uniforms may be purchased at the uniform room on Fridays from 3:10 to 4 p.m. or at designated times prior to each semester.

SCHOOL SUPPLIES

Elementary students are provided with the required paper, notebooks, pencils, eraser, crayons, ruler, and glue needed. Elementary teachers may require students to replace zip folders (if needed) for protecting homework and communication from school to home.

Middle school students are provided with supplies at the beginning of each semester. Students will receive an expandable file folder to organize handouts, worksheets, and other school work. Students are given an agenda for organization and are expected to use it to write down all homework assignments and carry it to every class. Classroom teachers provide students with some lined paper, notebooks, and other supplies needed for class assignments. Teachers may request that students purchase additional supplies to complete assignments.

High school students may be required to have scientific calculators for some classes. High school students are required to purchase their own laptop; required device specifications will be sent as part of the enrollment information. A stylus may be required for some classes. Teachers may request that students purchase additional supplies to complete assignments.

TRANSPORTATION

Parents must provide or arrange all transportation to and from school. Local school bus companies may be contacted to arrange for transportation.

The local school bus service is contracted outside of Dalat International School. The school bus has both pick-up and drop-off times that vary according to your children's school schedule. Contact the PTO for contact information pto@dalat.org.



SECURITY

When you visit the campus prior to admission and enrollment, you must stop at the main gate and check in with security to be given a visitor's badge to wear during your visit to the main office. We apologize for any inconvenience this may cause you. Our priority is always the safety and security of our students.



VEHICLE AUTHORIZATION

Each vehicle entering campus must stop for a security check. Once your child is enrolled at Dalat, you may apply for a yearly vehicle sticker, which should be displayed in the vehicle window for easier access through the security gate. Applications for car stickers are available at the front office.

CAFETERIA

Students may bring their own lunch to school or sign up for the cafeteria semester lunch program. The cafeteria style lunch provides a hot meal, a sandwich bar, salad bar, dessert, and drinks with both Western and Asian options daily. The weekly menu is posted in the *Dalat News*. If students choose not to sign up for the semester lunch program, they may bring their own lunch or purchase lunch on a daily basis. The daily purchase of lunch is a slightly higher price than the semester lunch. Proper etiquette and behavior is expected at all times in the cafeteria. Adults are on duty for assistance.

Please see the fee schedule at the Dalat website, www.dalat.org, for lunch pricing (under the Admissions tab).

COMMUNICATION/WEBSITE

Communication between parents and the school is crucial. Dalat News, the Dalat website, Daily Bulletin, elementary class newsletters, elementary student work folders, middle school agendas, and email are all ways you can keep up-to-date on your child's classroom activities and school programs.

Families are expected to maintain current contact information with the front office.

Here are some details on the school's communication with you:

Daily Bulletin — The Daily Bulletin is produced every weekday for students, staff, and parents and is available for parents via email. Please ask for subscription details.

Dalat News — This weekly newsletter will inform you of upcoming events, news about life on campus, opportunities for parent involvement, and school-wide programs. It is sent home via email every Friday and is also available on the school website. Every parent is expected to read *Dalat News* each Friday.



Dalat Website — You can access information about the school calendar, news items, and photo gallery directly from the homepage. There are links to elementary, middle, and high school to view curriculum, clubs, lunch menus, handbooks, course guides, counseling information, and much more. www.dalat.org

Dalat Directory — The Dalat directory is found through the parent portal in PowerSchool. This allows contact email and phone numbers for communicating with fellow classmates.



PowerSchool — PowerSchool is web-based and allows Dalat to make information available to parents via the internet. Through a secure login and password, parents are able to access current grade and attendance information for their children in "real time." As a teacher enters an assignment or grade, that information is immediately available to parents. PowerSchool also makes it possible for parents to set up their account to generate grade and attendance information to be automatically emailed to them on a regular basis.



PARENT INVOLVEMENT

Participation in Dalat's Parent-Teacher Organization (PTO) is open to all parents. The PTO organizes school and community activities throughout the year. Email the PTO for details on time and location of PTO meetings (pto@dalat.org).

We believe that parents in our community have a great deal to offer in complementing the work that we do with students. Parents are encouraged to contact individual teachers or the principal to volunteer in their areas of expertise. Parents are also encouraged to help with lunch/playground supervision, to act as a class parent, and to help supervise field trips.

SCHOOL-WIDE STUDENT SERVICES

- Guidance and Counseling
- Special Services
- Tutoring by Students (Peer Tutoring)
- Health Services
- Technology Department
- Library
- Spiritual Life
- Cafeteria Services/Lunch Program

SPECIAL EVENTS

- Open House
- Spiritual Emphasis Week (SEW)
- Missions Emphasis Week (MEW)
- Annual Fund
- Christmas Banquet — high school only
- School Music Concerts
- Drama Productions
- Battle of the Books — elementary and middle school only
- International Food Fair
- Dalat Junior Honor Society Induction
- National Honor Society Induction
- Junior Senior Banquet — high school only
- Food & Fun Fair
- Fine Arts Festival
- Graduation Week

ACTIVITIES AT THE END OF THE DAY

KICS (Kids Interest Clubs) Grades 1–4

These are optional opportunities for elementary students to participate in enrichment activities.

X Blocks (optional) Grades 5–8

Monday–Thursday, from 3:15 to 3:50 p.m., optional X block clubs will be offered. These may include sports, arts, music, games, drama, and other subjects that do not fit into the regular school day. Clubs will be offered by teachers at various times throughout the year. Sign-ups will be placed on the middle school bulletin board. Supervised study halls will also be available Monday–Thursday during X block. Any middle school student may attend study hall to work on homework. X block study hall may be required for some students, including those on academic probation and those on junior varsity sports teams with later practices. Students in Grades 5–6 must be in an X block or supervised by a parent if on campus during this time. Students in Grades 7 and above are allowed to remain on campus without direct adult supervision.

X Block (eXtracurricular) Grades 9–12

X block time is an extension of the school day in which students may be required to meet for enrichment learning. However, if the student has no requirements, they are given permission to leave school. The protected time at the end of the school day is designed for academic options that fall outside the school curriculum (e.g., student council or class officers meetings or other club meetings, quiet study halls, and make-up tests) and allows for more instructional time for certain courses (e.g., AP courses, journalism). Sports practices follow X block and should not start before 4 p.m.



PARKING AND DROP-OFF/ PICK-UP

Main/Upper Field Parking Lot

Parents may use both the main parking lot and upper field parking lot for student drop-off and pick-up. There is plenty of room to wait or park. Upper field has more parking and quick and easy access to the campus, especially for middle school. Lower elementary and high school may prefer the main parking lot to be closer to their classes. Please follow traffic signs and guard instructions to keep students and parents safe.

Morning Drop-Off and After-School Pick-Up

In order to avoid congestion on campus, please have your students ready to exit and enter your car quickly so they do not hold up traffic. Drivers must stay with their vehicle at all times unless the car is parked on upper field or in a designated parking place on campus. Parking in undesignated parking areas on campus makes the campus unsafe for students. Please only drop off in designated drop-off points.



Do not stop on the main road in front of the school. It is dangerous, and many accidents have occurred there. Please take a few extra moments to keep our students safe.

FOCUS²⁰²⁰

Dalat International School educates children from preschool through grade 12 with a robust American curriculum and a biblical worldview. Located in Penang, Malaysia, Dalat now educates students from more than 20 nations.

Dalat began its work as a school for missionary children in Da Lat, Vietnam in 1929. It relocated to Bangkok, Thailand, for a year before moving to the Cameron Highlands, Malaysia, in 1966. The school has operated in its current seaside location in Penang since 1971.

Dalat prepares students for a university education and adult life. The school's academic and boarding programs are fully accredited by the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC).

EDUCATION FOR LIFE



DALAT INTERNATIONAL SCHOOL

Tanjung Bunga 11200 Penang Malaysia

Phone (60-4) 375-2100

Email: info@dalat.org

Website: dalat.org