

# Residence Life

HANDBOOK



**DALAT INTERNATIONAL SCHOOL**



**Accredited by:**

Western Association of Schools and Colleges (WASC)

Association of Christian Schools International (ACSI)

**Member:**

East Asia Regional Conference Overseas Schools (EARCOS)

Association of International Malaysian Schools (AIMS)

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# Welcome

As alumni of Dalat's boarding program, we personally experienced tremendous benefits from our positive dorm experience. Both of us graduated from Dalat in 1986 and returned in 2001 to serve as dorm parents. Both of us are passionate about developing the highest quality boarding program and are committed to helping each dorm student enjoy the best possible experience while receiving an excellent education at Dalat.

Our boarding program offers a safe, supportive, and caring community for middle and high school students who need a boarding option while they attend Dalat International School. Our dorms are a home away from home for students where they are equipped to grow physically, socially, emotionally, academically, and spiritually. Living in the dorm gives students a strong sense of identity and belonging while they develop life-long friendships, learn how to live in community, and grow in independence in preparation for university.

The distinguishing characteristics of our program include strong partnerships between dorm parents and sending parents, loving dorm staff who are committed to grace-based parenting, a sense of community and belonging, a commitment to teaching Christian values, and providing leadership and service opportunities to students. Our dorms are family-style which provides stability and allows siblings to live together in the same dorm.

We are confident that you will notice a difference about our school when you come onto campus. Dalat has a tangible sense of community and homelike atmosphere due to having such a caring boarding community on campus. We hope you feel very welcome and quickly grow to love and appreciate Dalat as much as we do.

If you would like to learn more about Dalat's boarding program or are interested in coming for a visit, please contact us at [weidemann@dalat.org](mailto:weidemann@dalat.org).

**Brian and Valerie Weidemann**

*DIS Residence Supervisor and Jaffray Dorm Parents*

## Dalat International School Residence Life - 2023-2024

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# Our Staff

Our dorm staff are committed to making each student's stay at Dalat a positive and enriching experience. Dorm staff provide students with daily care and nurture, academic and emotional support, spiritual guidance, family-bonding activities, and a variety of special events and outings. The dorm staff team includes a residence supervisor, assistant residence supervisor, assistant dorm parent, two dorm parent couples, and a school nurse.



**Brian Weidemann**  
*Residence Supervisor*



**Susan Fearday**  
*Assistant Residence Supervisor*



**Amber Kwon**  
*Assistant Dorm Parent*



**Keith and  
Rachelle Henderson**  
*Ziemer Dorm*



**Brian and  
Valerie Weidemann**  
*Jaffray Dorm*



**Nancy Wright**  
*Nurse*

## *Our* **Mission**

Dalat International School's boarding program serves local and international Christian workers and business families by providing the highest quality personal care and spiritual nurture to middle and high school students.

## *Our* **Vision**

Raising the next generation to know God and change their world.

## *Our* **Distinctives**

Our boarding program is internationally renowned for providing these services:

- A loving Christian home with strong values and positive atmosphere
- Wise and gracious parenting provided by caring staff
- A vibrant and affirming community that fosters a sense of belonging
- Daily nurture personalized to meet the holistic needs of each student
- Academic support that inspires the pursuit of excellence
- Guidance in spiritual formation and personal maturity
- Opportunities to develop personal responsibility, character, leadership, and service
- Commitment to the safety, protection, and empowerment of students
- Close partnership and regular communication with parents
- Beautiful campus and dorm building with ocean-view, green space, and sports facilities
- Diverse local community ideal for cultural exploration and developing a global perspective
- Commitment to continuous improvement to honor the trust of parents and students

# Our Philosophy

We believe that children are highly valued by God and deserve to be treated with respect and dignity. Jesus modeled and taught that children are worthy of caring attention, engaged presence, spiritual nurture, and protection from harm.

We believe that parenthood is a vital God-given responsibility that profoundly affects each child, family, and society as a whole. In order for children to develop a solid sense of security and identity, they need to receive their primary care and training from their parents. When children experience attachment and bonding with their parents in their early years of development, they can grow into maturity and independence during their adolescence. The developmental needs of teenagers are different from younger children, including their desire to broaden their sense of identity and belonging, explore and strengthen their social skills through peer friendships, and grow in independence.

We believe that the boarding experience can contribute to a child's journey towards independence while maintaining, supporting, and strengthening the bonds of the family when parents view the dorm family as an extension of their family, not a replacement or substitute. Dorm students thrive when parents continue to invest in their relationship with their children through regular communication, active involvement, and meaningful connection. Similarly, dorm students can stay connected and closely bonded with their parents and siblings by engaging in open and honest communication on a regular basis.

We believe that boarding students are best served when parents commit themselves to cultivating a strong, positive partnership with dorm parents to provide a unified continuum of care for their child. Parents of dorm students partner together with dorm parents to meet the holistic needs of their students, including their spiritual, emotional, social, physical, psychological, and academic needs. A sense of shared responsibility and mutual trust, as well as a commitment to consistent dialogue, are fundamental to co-parenting. Dorm parents do not replace the role of parents, but view their role as partners, supporters, advocates, mediators, and mentors; consequently, they depend on the consistent involvement of parents in the care, training, and discipline of their children.

We believe residence life is a vital ministry that requires staff to have a special calling by God and the highest level of commitment, trustworthiness, and professionalism. To honor the trust that sending parents place in dorm parents, Dalat is dedicated to carefully screening, training, equipping, evaluating, and supporting residence



life staff. Dorm staff commit themselves to personal accountability relationships so that they can serve as positive role models, inspiring students to grow in spiritual maturity and to become passionate followers of Jesus. Dorm parents share their lives and families with students and their families in a generous, transparent way. They engage in ongoing professional development related to child development, spiritual formation, parenting, family and cultural dynamics, third culture kid characteristics, and child safety and protection. They commit themselves to developing positive relationships with parents through consistent communication and cooperation.

We believe in offering students the opportunity to experience personal transformation through authentic, Christian community. Dorm staff offer loving, healthy homes in which students can grow in wisdom, develop character, adopt respectful attitudes, learn personal responsibility, and practice life skills. Healthy marriages and families serve as the foundation for providing this positive home environment for dorm students. Dorm parents provide unconditional love, nurture, encouragement, guidance, training, discipline, and spiritual support. They exercise flexibility and understanding in the individual care of each dorm student within the context of the group living environment. They also model and promote understanding and appreciation for the various cultures represented in each dorm family.

We believe that a grace-based approach to parenting teenagers is most appropriate and effective for the boarding context in which staff co-parent students from a wide variety of family and cultural backgrounds. Dalat's boarding staff team has chosen to follow a unified approach to parenting based on guiding principles gleaned from Dr. Tim Kimmel's book, *Grace-Based Parenting*.



- We believe that a personal relationship with Jesus is life giving and gives both staff and students the ability to embrace godly values and make wise choices. While dorm staff offer students their Christian example and spiritual guidance, they allow each student freedom to explore their faith in a way that fosters their own personal growth while honoring the faith of others and the collective community.
- The most powerful way to build healthy relationships with students is to cultivate an atmosphere of trust and acceptance so that adults have opportunity to disciple and mentor students. Staff care about each student personally and choose to see the best in each one. They make themselves available, not as peers, but as wise mentors who offer intentional presence and guidance.
- Well-communicated and reasonable guidelines help students feel safe and secure. Students appreciate freedom, while adults protect and safeguard them, keeping in mind the importance of honoring each member of the community.
- Behavior is only a symptom of the condition of a person's heart; therefore, good behavior is the byproduct not the goal. Rather than demanding perfect behavior, dorm staff strive to inspire students to focus on embracing life-long values and growing in personal maturity, expecting good behavior to follow naturally.



- An overemphasis on obeying rules leads to legalism, pride, and misguided thinking about what is most important to God. A legalistic approach hinders relationships when rules become more important than people. In contrast, a grace-based approach opens doors for deeper relationships as students believe that the adults in their lives are for them, not against them.
- Effective discipline is rooted in unconditional love. Students need to feel confident that their misbehavior will not result in the withdrawal of love and acceptance. Dorm staff communicate to students regularly that they are loved and valued. In providing discipline for children, the purpose is a changed heart (that leads to changed behavior.) When trust is broken, students are encouraged and given opportunity to rebuild trust. Staff discuss student behavior from a values standpoint with a desire to discern deeper, heart issues. Staff administer consequences with grace so that students continue to enjoy open and trusting relationship with them.

We believe that the boarding program fills an important role in the mission of Dalat International School and that open communication, collaboration, and cooperation between school administration, staff, and sending parents are necessary to maximize the positive impact the program can have on the lives of dorm students. Dorm staff recognize that unity, interdependence, and mutual support are essential to the health and success of their team. They understand that one of the best ways to learn is to listen well to the people they serve, so they give regular opportunities to parents and students to offer feedback on the effectiveness of the program and staff in meeting the needs of students. The residence supervisors also choose dorm student leaders each year to give students a voice and to work collaboratively with them on continually shaping and improving the residence life program.



# Our Objectives

The boarding program strives to help dorm students reach their full potential and develop into mature young men and women who can confidently enter adulthood with a solid sense of identity and purpose. Staff work towards this goal by teaching dorm students to embrace the values of discipleship, relationship, citizenship, and scholarship through practical daily lifestyle practices.

## DISCIPLESHIP

We mentor students, inspiring them to seek truth, love God, and grow in Christ.

We encourage our students to learn to reason Biblically and grow spiritually by:

- Spending quality time with God each day
- Seeking out and meeting with a mentor or peer partner regularly
- Being willing to be open and vulnerable with others about their spiritual journey
- Expressing gratitude often

## RELATIONSHIP

We encourage students to build respectful and caring relationships with empathy and humility.

We encourage students to learn to collaborate effectively and connect authentically by:

- Connecting with family at least once a week
- Taking breaks from technology to connect with friends
- Reserving and protecting quality time to spend with their dorm family and friends
- Participating in dorm and community events to make new friends
- Seeking advice when they are struggling in relationships

## CITIZENSHIP

We empower students to become responsible members of their community, providing opportunities to lead, serve others, and honor God.

We encourage students to learn to serve compassionately and live ethically by:

- Respecting other people's beliefs and opinions
- Accepting the differences and diversity of our community
- Striving to be servant-hearted and looking for ways to use their talents to benefit others
- Being brave enough to encourage others to make choices that are best for them
- Talking to an adult whenever they feel uncomfortable about their own or other's personal safety and wellness

## SCHOLARSHIP

We inspire enthusiastic lifelong learners who are inquisitive, creative, and independent.

We encourage students to learn to communicate skillfully and think innovatively by:

- Focusing on work without multitasking during study time
- Choosing a positive attitude and not being too hard on themselves
- Maintaining a healthy balance of work, rest, play, and friendship
- Asking for help and support when they need it



# Our Strategies

The residence life staff works as a team with parents, administrators, teachers, support staff, and counselors. Each member of this team is striving to achieve the same goal of developing children into mature and responsible young adults. The boarding program is designed to help students reach their full potential so that they are prepared and equipped for entry into adulthood and for transitioning to university and/or returning to their home country.

The residence life staff are committed to offering students the opportunity to experience authentic transformation while in the boarding program. We design programs, services, and opportunities to help students grow in maturity, responsibility, character development, and spiritual formation. We consistently and intentionally observe student growth and assess the effectiveness and relevance of programs to improve and strengthen the ways we help our students grow in maturity and preparedness for life.

We have identified the following core needs of students and intentional strategies for meeting their needs.

- **Students need love.** We provide students with unconditional love, daily care, engaged presence, spiritual guidance and support, and discipline. We demonstrate delight in who they are as individuals and the privilege of sharing life together. As we demonstrate our love for our students, they learn the important skill of giving and receiving love. We believe that God's love is the answer to each person's deepest need, so we build our homes on the foundation of God's love. We strive to model the love of Jesus to students in practical ways so that they can learn from our example how to follow Him. We give students opportunities to experience the love and presence of God in a personal way, including creating space for contemplative practices that nurture faith and devotion to God.



- **Students need security.** We provide stability and safety in a nurturing environment that builds inner strength and confidence in students. We strive to foster a sense of emotional, spiritual, and psychological safety, so that students feel free to express their creativity, questions, doubts, and struggles, as well as their successes. We are real with our students, and discuss the challenges of real life and the issues teenagers face. We cultivate trusting relationships so that students feel safe to share openly and vulnerably about their struggles. We empower students to protect themselves and others from harm and train them to seek help whenever they need protection, response, or recovery.
- **Students need belonging.** We welcome students into the context of closely connected dorm families in which adults model healthy relationships. Each student naturally feels a sense of belonging, as they become an integral part of a loving dorm family and the strong boarding community. We encourage dorm siblings to treat one another with love, loyalty, and mutual respect; we provide dorm family bonding opportunities to foster a healthy sense of belonging. We guide students in developing social skills and fostering healthy relationships that are marked by love, respect, sensitivity, purity, and forgiveness. We encourage students to meet regularly with mentors and/or peer partners so that they can grow and mature through meaningful, life-giving relationships.

- **Students need identity.** Discovering and embracing a sense of one's unique identity is a lifelong journey but especially critical during the teenage years. We guide our students toward self-awareness and acceptance while at the same time encouraging personal growth. We give students freedom to be vulnerable and explore who they are so that they can grow and learn through both failure and success. We want to challenge our students spiritually, so that they discover how to develop and use their gifts in a way that honors God. Due to the diversity of our students, we take care to model and promote sensitivity and appreciation for the various cultures and backgrounds represented, as well as help students understand the unique dynamics of being third-culture kids.



- **Students need guidance.** During the teenage years, students desire independence while still needing to receive wisdom from mature adults. As their mentors, we seek to give them freedom to learn how to make wise choices in a protected environment with accountability and support. We provide advice, freedom, boundaries, discipline, and godly counsel to guide students through adolescence to adulthood. As a spiritual community, we practice faith together to show students how to live a life of faith. We present spiritual truth and life lessons naturally through our daily work and routines, while also taking care to teach students in ways that are developmentally appropriate.

gifts, acquired skills, and life experiences, they begin to discover how they fit into society, and more importantly, how they can uniquely contribute. We encourage this growth in self-awareness and personal exploration, encouraging students to find their purpose in life rooted in God's truth, and to devote their lives to changing their world for the better. We give students opportunities to serve together in our own community and to reach out to those in need beyond Dalat.

- **Students need resilience.** We strive to teach our students key elements of maturity such as how to overcome their fears, problem solve, face challenges with courage and wisdom, and recover from disappointment and failure. These skills lead to healthy independence and fortitude, equipping them for lifelong success.



- **Students need character.** We believe that an authentic Christian community provides students with the best environment to develop character, grow in wisdom, learn personal responsibility, and practice life skills. We strive to teach our students life navigation skills such as how to discern and embrace truth, how to make wise decisions, how to practice gratitude and hospitality, how to contribute to community, and how to live with integrity. We believe that students reach their full potential when they face challenges and receive increasing responsibility and opportunities to grow, learn, serve, and lead.



# Student Information



This handbook will help you understand our boarding program values, guidelines, and expectations. The more familiar you are with this material, the easier your adjustment will be. When you join the boarding program, you will sign your commitment to supporting the values and guidelines of the program.

## What to Bring to School

Please ensure that you have this complete list of items before the first day of school. Note: The school requires students to wear a uniform during the school day and a different set for PE classes. Dorm students are required to purchase at least three sets of school uniforms and two sets of PE uniforms.

- Three sets of school uniforms
- Two sets of PE uniforms
- Casual clothes for after school
- Appropriate clothes for church and special outings
- Appropriate attire for formal events (i.e. - Christmas banquet for high schoolers and JSB for 10-12th graders)
- Modest sleepwear
- Modest bathing suit
- Light jacket or sweater
- Athletic shoes, sandals, and dress shoes
- Bible and personal devotional material
- Family photos
- Bath towels, wash cloths, and swimming towel
- Toiletries such as toothbrush, toothpaste, shampoo, conditioner, deodorant, comb/brush
- Headphones
- Umbrella

- Overnight bag for sleepovers, dorm outings, and sports/choir/band trips
- Personal sunscreen and insect repellent
- Battery operated alarm clock and replacement batteries (hand phones are turned in at night and may not be used as an alarm clock)
- Cell phone and charger
- Older clothes for service projects and chores
- Single size sheets, pillowcase, and blankets, if they prefer to use their own (dorm bedding is supplied)

Dorm students share living quarters. Closet and dresser space is limited, so use good judgment in how much you bring.

Your name should be clearly marked on all clothing and personal belongings including electronics and chargers.

If you come without one of the items listed above and the dorm parent finds that you need something, they will contact your parents to make arrangements to purchase what you need and charge the expense to your parent's account. Uniforms and alterations will be charged to your parents' account.

You will be provided a lockable drawer in your dorm room to secure personal belongings, however, you should not store cash or expensive items in your room. Dalat is not responsible for lost or stolen cash or personal belongings. Dorm parents are able to store student cash and valuables in the secure allowance box in the dorm office.

Personal belongings should be taken home at the end of each semester. Limited storage may be available over breaks. 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.



## Academic Support

You are responsible for your academic success. Dorm staff are happy to support you in pursuing excellence and help you reach your fullest potential. The dorm routine is designed to provide you with protected time to focus on your studies including an evening study hall. Your parents and dorm parents are both able to provide accountability for you, as they have access to your Powerschool account, Dalat's online grading book. If your GPA drops below 2.0 or if you have an F in a class or incomplete/missing assignments, your weekend freedoms may be restricted and you may be given increased accountability during study hours.

## Technology

Internet access is not provided in student bedrooms. It is provided in the common areas of each dorm between 7:00 am - 10:00 pm daily. Parents communicate with dorm parents directly about specific limits on screen time for each individual student. Dorm staff and dorm reps encourage students to enjoy a tech-free community hour between 6:00-7:00 pm on school nights.

Each dorm facility has several computers for dorm students to share. The computers are prioritized for schoolwork and may be used secondarily for personal entertainment. School guidelines apply to your use of school and personal computers/devices.

You are encouraged to balance technology use with other healthy activities. You should use strong passwords and not share them with others, except your parents. You will be expected to maintain one working hand phone with sufficient credit to make phone calls to your dorm parents when off campus. You are expected to be respectful in online conversations and to only post/share pictures or videos that are honoring to others. (Students may not take photos/videos in bedrooms without the expressed consent of each person present and their dorm parents; students may not take photos/videos of students sleeping or inappropriately dressed.)

You may use your devices in the dorm, except at mealtimes, community hour after supper, dorm devotions, services, and dorm meetings. You will be expected to dock your devices in the study room for charging overnight. Parents may give permission for the following exceptions:

- Permission for high schoolers to keep their phones only on Friday and Saturday nights,
- Permission for juniors, seniors, and AP students to keep their laptops overnight for studying,
- Permission for seniors to keep their phones in their bedrooms overnight for internet hotspot for study purposes only, not to be shared with roommates.



Dorm staff monitor media viewed in the common areas of the dorm to ensure it is consistent with Christian standards; we avoid showing scenes with excessive violence, swearing, vulgar language, or nudity/sex. Dorm staff will use their discretion to determine what is appropriate, being careful to encourage students to avoid viewing and/or sharing inappropriate material online. Dorm staff are always available to discuss student concerns, and receive and respond to reports related to online activity. Staff members retain the right to restrict media that they deem inappropriate for students to view. For the sake of helping students protect themselves and teaching responsible media use, devices may be checked and/or monitored by dorm/tech staff if a concern arises related to appropriate use. Students are expected to comply with accountability measures.

## Spiritual Services

We encourage you to talk one-on-one with your dorm parents about your spiritual journey and how to grow in your faith. Dorm parents provide individual spiritual counselling and regular family devotional times. You are also encouraged to prioritize personal prayer and Bible reading. The school provides weekly chapels and special services such as Missions Emphasis Week and Spiritual Emphasis Week. The mid-week student-led worship gathering is optional.

You will be given an opportunity to set personal and spiritual goals at the beginning of each semester. A mentoring program is also available in which you can choose to connect with a staff member for a weekly time of meaningful conversation, connection, and encouragement. Many service opportunities are made available to students at school and in the dorm. A dorm retreat is planned for a long weekend each November.

Dorm families attend Christian church together as a family on Sunday mornings for shared experience, learning, service, and follow up discussion. Our ultimate desire is for students to engage and participate fully in church, so that they grow spiritually, connect meaningfully, and serve well. Students are encouraged to be active in serving in areas such as children's ministry, worship band, greeting, ushering, hospitality, and technical services. When possible, dorm parents will provide transportation to assist students in participating in practices, training, and rehearsals for Sunday service opportunities. Students are encouraged to get involved in other areas of the church such as a youth group or service opportunities outside of Sunday services.



Students may visit or attend a different church than their dorm family once a month with advance permission from their dorm parents. The church should have a connection to their own family, a Dalat staff member, or Dalat family. The student will take responsibility for securing their own transportation. Upon return, they will wait until their dorm family returns to enter the dorm.

Parents may give permission for their child to attend a different church by communicating directly with the dorm parents.

### **Student Safety Services**

Dalat's boarding program policies are designed to protect the safety, privacy, and personal boundaries of each dorm student.

Dorm staff provide student empowerment training for dorm students throughout each year.

The school and boarding program have zero tolerance for harassment, bullying, 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 experienced inappropriate behavior, harassment, or abuse, or who observe conduct of a harassing or abusive nature, are encouraged to promptly report the matter to any staff member or a member of the Child Safety Team. Any reports of this type of behavior will be investigated according to school policy found in Dalat's Child Safety and Personal Protection Handbook. Students found

guilty of any of these offences may face suspension or expulsion from the boarding program and/or the school.

### **Advocacy Services**

An independent advocate who is not under the authority of the dorm or school administration is appointed each year as an objective, trained, and trusted adult to whom students may go if they feel that a concern they have reported to a staff member is not duly addressed. The advocate provides an extra level of accountability for the rare occasion when a staff member does not follow school policy regarding the reporting of harassment or abuse. The advocate promotes the protection of students and enhances the responsibility and objectivity of the school administration in responding to all reports of harassment and abuse. The advocate does not investigate reports personally or administer discipline, but serves as the representative voice for students or parents who are not able to be present. Dorm students and their parents are informed each year of the name and contact information of the approved advocate.

### **Counseling Services**

School counselors are available to meet with boarding students regarding personal issues or needs at no extra cost. A counseling center not affiliated with Dalat is available nearby in the community; billing for this service is charged to the parents' account. Parents are informed of regular, ongoing counseling sessions provided for dorm students.



## Food Services

Dorm parents encourage appropriate table manners and healthy eating habits at mealtimes. Parents and dorm parents will communicate about expectations and/or concerns related to the eating habits of individual students.

For good health, we recommend the following nutritional guidelines to students:

- Eat a balanced diet of proteins, carbs, fruits, and veggies
- Choose whole grains whenever possible
- Choose fresh and homemade food over processed food
- For snacks, choose fruit, veggies, whole grains, proteins, dairy, eggs, nuts, etc
- Limit processed, refined, fried, and high sugar snacks and drinks to occasional treats
- Drink lots of water to stay hydrated
- Talk to your dorm parents about food allergies and/or diet restrictions

## Meals

- Daily breakfasts are provided by dorm staff in each dorm. Students are encouraged but not required to eat breakfasts.
- Students are required to attend supper in the cafeteria on Monday, Tuesday and Thursday evenings. Prior arrangements need to be made with dorm parents if students need to miss a required cafeteria meal. With proper communication, dorm staff can bring meals back to the dorm for students who need to miss supper for extracurricular commitments.
- On Wednesdays, Fridays and Sundays, supper is served in the cafeteria but is optional. Students may receive permission from dorm staff to eat out but need to return to campus by curfew. The dorm is closed during mealtimes, so students may choose either to eat in the cafeteria or eat off campus.
- Meals are provided in the dorm on Saturdays. Students are given cash for Saturday lunch and dorm staff provide rides to nearby local restaurants. Saturday suppers are served in the dorm or eaten out together as a dorm family.
- Sunday lunch is provided by the cafeteria and served in the dorm; attendance is required. Students help pick up this meal from the cafeteria to serve in the dorm.

<b>Mon</b>	7:30 am 12:00 pm 5:40 pm	Dorm Breakfast School Lunch Cafeteria Supper
<b>Tues</b>	7:30 am 12:00 pm 5:40 pm	Dorm Breakfast School Lunch Cafeteria Supper
<b>Wed</b>	7:30 am 12:00 pm 5:40 pm	Dorm Breakfast School Lunch Cafeteria Supper ( <i>optional</i> )
<b>Thurs</b>	7:30 am 12:00 pm 5:40 pm	Dorm Breakfast School Lunch Cafeteria Supper
<b>Fri</b>	7:30 am 12:00 pm 5:40 pm	Dorm Breakfast School Lunch Cafeteria Supper ( <i>optional</i> )
<b>Sat</b>	8:00 am 12:00 pm 6:00 pm	Dorm Breakfast Lunch money provided Dorm Supper ( <i>homemade or eat out</i> )
<b>Sun</b>	8:00 am 12:00 pm 5:40 pm	Dorm Breakfast Cafeteria Lunch served in dorm Cafeteria Supper ( <i>optional</i> )



## Laundry Services

Laundry service is provided as a benefit for dorm students on Mondays through Fridays. All of your clothing must be clearly labeled so that the housekeepers can return your clothes to you. You are responsible to hand in your dirty laundry in the morning and to pick up your clean clothes in the afternoon of each school day. If you are irresponsible or disrespectful of this service, you may lose the privilege for a time determined by your dorm parents. In this case, laundry machines will be made available for you to take care of your own laundry.

Clothing items are sometimes lost or damaged in the laundry, beyond the control of our employees. Dalat is not responsible for replacing lost or damaged clothing items.

Senior students may be given the privilege and responsibility of learning to do their own laundry in order to help them prepare for college life.

## Health Services

If you feel sick or are injured during the school day, you should go see the school nurse in the clinic. The nurse is available from 7:45 am - 4:30 pm. If the nurse is not available, you should see the school receptionist. If you spend time in the clinic during school days, you can return to the dorm after the school day is over; your dorm parents will encourage you to rest for the duration of the day. During after-school hours, you should talk to your dorm parents whenever you feel unwell or experience an injury or illness. They will care for you in consultation with the school nurse.

All medications need to be submitted to your dorm parents when you arrive at school. The nurse will decide which medicines may be kept in your room and which will be stored by your dorm parents.

## Office Services

The office staff are available to support the various related needs of students. School supplies are available for student purchase from the office during the school day. Students may not be in the office after it is closed, except when they are accompanied by a staff member.

The gym and weight room may be used by dorm students outside of school hours according to the guidelines determined by the Athletic Director.

## Gym and Weight Room

The gym and weight room may be used by dorm students outside of school hours according to the guidelines determined by the Athletic Director.

- Adult supervision is required for use of the gym or weight room.
- Dorm students must complete a required orientation and training session to use the weight room. Groups of 2 or more are required to use the gym, weight room, or the Wreck. Mixed gender groups must have 3 or more students.
- Dorm students may only use the Wreck equipment with supervision by PE staff or certified Crossfit trainers.

## Student Allowance

The chart below shows suggested amounts for monthly allowance for dorm students which will be provided unless parents communicate otherwise with the finance office. To change the standard allowance given, parents can email the finance office at the beginning of each semester.

Grades 6-8	RM 100/month
Grade 9-10	RM 120/month
Grade 11-12	RM 150/month



## Passports and Visas

Dorm students are required to hand in their passport to a dorm staff member each time they return to school. Dorm parents do not maintain possession of passports; they are stored in a secure safe in the school office for safekeeping and visa processing.

Occasionally the office staff need to send passports to immigration for visa application and renewal; therefore, students need to ask their dorm parents at least one week in advance for their passport. Office staff will inform students if their passports will be out of office for extended periods of time.

Parents are responsible to communicate directly with the school office to request student passports at least one week in advance, if students need their passports at times other than when dorms close for school breaks. Communication regarding student passport requests should be emailed to the school office and copied to dorm parents.



## Chores and Community Service

Dorm students will be responsible to do daily, age-appropriate chores, such as keeping their rooms tidy, taking and putting away their laundry each weekday, and doing deeper cleaning on weekends. Each dorm family may engage together in a community service project each semester.

## Short Stay Program

The short stay program provides temporary guardianship for day students who require short-term care while their parents are away from Penang. The dorm assistant coordinates the program. Dorm parents will inform dorm students of short stay visitors and support them in welcoming and hosting day student guests.

## Dorm Council

Dorm council provides a great opportunity for selected students to learn about leadership and service. The residence supervisor in consultation with dorm parents selects two dorm council representatives from each dorm family, typically one male and one female. The dorm council meets monthly to plan activities and discuss ways to improve the residence life program.

The dorm council's purpose is to provide student leadership in the boarding community. The council works together as a team to provide the following:

- Spiritual leadership for small group discussions
- Good examples of community citizenship
- 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
- Assist with dorm supervision as delegated by the dorm parents



## Class Meetings

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

## Preparing for School Breaks

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 packed and 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. Any damage to school furniture or facilities will be noted and the cost of repair charged to the parents' account. Any failure to properly clean bedrooms will be noted and the cost of additional housekeeping charged to the parents' account.

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 is available on the school website. If the parents would like the student to be released from the dorm parents' guardianship but not transferred to a local guardian, the Release of Guardianship form needs to be emailed to the dorm parents.

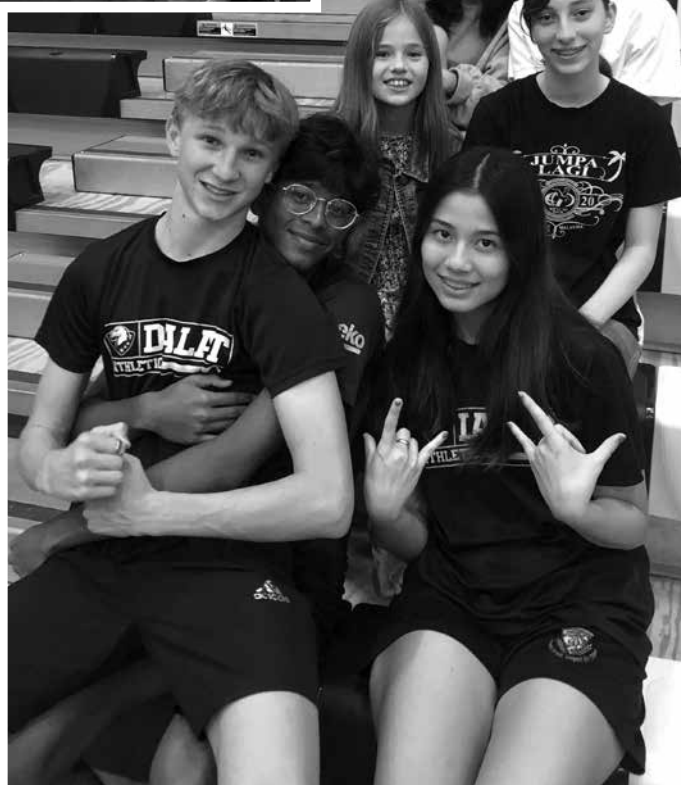


## School Jurisdiction

While under school jurisdiction, students are required to comply with the regulations of the school listed in the handbooks and submit to the authority of staff members. Students whose behavior brings reproach to the school are subject to disciplinary action up to suspension or expulsion, whether or not they are under the school's jurisdiction at the time of the misconduct.

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

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.





# Parent Information

This handbook helps parents understand our program values, guidelines, and expectations. The more familiar parents are with the content herein, the better able they are to help their student adjust well and make the most of their boarding experience. Parents who enroll their child in the boarding program sign their commitment to supporting the values and guidelines of the program.

## Our Philosophy

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, safe, homelike Christian environment by providing positive, loving care to meet the holistic needs of each child. Dorm staff work in cooperation with sending parents to achieve the goal of developing students into mature young adults.

We operate our dorms with a foundation of trust which means we expect students to follow our guidelines and live with integrity. We know they will make mistakes because by nature they are growing in maturity and still learning, but we choose to believe the best in them and help them learn from their mistakes along the way. Our desire is to mentor students, showing them how to work through the daily challenges of life to achieve greater maturity and responsibility. We are committed to patient mentoring and grace-based parenting. Staff will proactively encourage appropriate student behavior, take reasonable measures to prevent misconduct, and respond appropriately to misconduct when necessary.



## Encouraging Appropriate Behavior

The first step that determines the potential for appropriate behavior among our dorm students begins with the admissions process. We carefully screen and prayerfully consider every student who applies to boarding. The following factors affect our decision-making process:

- One of our admission requirements is the ability of the student to contribute to a positive Christian environment in the dorm home. Every incoming student is evaluated according to this standard. We do not expect kids to be perfect, but we are also not a reform school. We do not admit students who we know have significant personal issues that would hinder their ability to contribute positively to the boarding program. Our boarding application forms require detailed information about each student's history and background to assist us in determining their suitability for boarding.
- We want to create an environment among our dorm students in which there is positive peer pressure to do what is right. We ensure that a majority of students in each dorm come from families whose personal values align with the vision and values of our school. We expect that sending parents will support what is modeled in each dorm home.



- While we are committed to maintaining a Christian atmosphere in each dorm, we also welcome the diversity of students God brings to us. One of the strengths of our program is that each of our dorm families includes students from a variety of backgrounds with diverse personal values and viewpoints. We do not seek to be a sheltered, homogeneous community in which students become stagnant in their personal growth and faith journey because everyone is the same as them. Students can only learn and grow as they are stretched to love and accept others who are different from themselves. We plan to continue to embrace the diversity God provides and welcome students from other backgrounds so that they will have opportunities to experience Christian love and community.



After students are accepted into our boarding program, we begin the communication process to share our values and expectations with incoming students. Our dorm staff team reviews the expectations with students each year as outlined in our handbook and patiently reinforce the guidelines in the daily routine of living together. As caregivers, we strive to provide a safe and secure environment by encouraging students to make good choices. Personal responsibility and integrity is one of the highest values that we teach our students.

#### Preventing Misconduct

God has created people with free will; He does not force obedience or require submission. Likewise, we cannot control student behavior; they are free to make personal choices. However, we want to take reasonable precautions to limit opportunities for students to engage in irresponsible behavior.

In the area of maintaining purity in relationships, we balance trust with boundaries. For example, we allow boys and girls to live together in family-style dorms because we believe this paradigm of boarding is the healthiest model. We continue to believe that the benefits of family-style dorms far outweigh the risks. At the same time, we take proactive steps to create healthy boundaries to minimize the risks and reduce temptations for students. For example, each dorm has security alarms, designated girls' and boys' hallways, and a policy that no students are allowed to go to the rooms of the opposite gender. While our systems are not foolproof, it requires a high level of determination and deceit on the part of a student to bypass these safeguards. Any student engaging in this significant level of dishonesty would not be a suitable candidate to continue in the boarding program.

#### Responding to Misconduct

Our goal in responding to student misconduct is to show God's love and grace while also protecting the healthy home environment in each dorm. On rare occasions when a student is involved in serious misconduct that jeopardizes the positive Christian atmosphere in the dorm home, administrators will take decisive action. Just as we treat every dorm student with respect and trust, we expect students to reciprocate by respecting the authority of the adults caring for them. When a student violates that trust, we sometimes have to acknowledge that we can no longer provide the care they need. We understand that students who have experienced significant personal failure require a higher level of intervention and support that only parents can provide. Removing them from the dorm also provides protection for the other students from their destructive behavior. Although asking a student to leave our boarding program is painful for the staff and involves change for our students, our desire is to do what is best for the student involved in harmful behavior, as well as for



the other students who have proven to be trustworthy. Our desire is to protect the foundation of trust in the dorms so each student can feel safe, secure, and grow in integrity and responsibility.



## 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:

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

In cases where the application file and/or applicant references do not sufficiently demonstrate that the student will make a positive contribution to the dorm, 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. Applicants who have siblings already in the boarding program will be placed in the same dorm as their sibling, whenever possible. Requests for separate dorms for siblings are considered on a case-by-case basis. 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 unlikely to be filled. Therefore, the family will be reimbursed only for the cost of the student's food for the remaining weeks.

In order to protect the stability of dorm families, students will not be admitted to the boarding program after the midpoint 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.

## Staff Screening, Training, and Accountability

The residence supervisors follow careful hiring procedures to ensure the selection of appropriate residence life staff to provide quality, Christian supervision for students residing in the dormitories. Each prospective staff member undergoes a very thorough screening process that includes background checks, personal references, personality profile, pastoral recommendation, evaluation of spiritual and moral characteristics and child-care management skills, multi-faceted psychological testing, and a personal interview.

Incoming staff receive orientation and job training to equip them to fulfil the responsibilities of their position. The residence life team participates in ongoing professional development training each year. Residence life staff receive annual evaluations which include input from student and parent surveys.

The residence life program receives accountability from the administration and school board of Dalat, as well as the on-going accreditation process with the Association of Christian Schools International.

The residence life program and the academic program are autonomous divisions of Dalat International School but both staff teams work in close partnership. The relationship of boarding students and their parents to the academic staff members is the same as that for day-students and their families.

## Residence Life Calendar

Please look carefully at the school's online calendar to determine when the dorms open and close each semester, so you can plan your student's travel itinerary accordingly. If students arrive before dorms open or depart after dorms close, parents are responsible to arrange other accommodations for them with local guardians and to inform dorm parents of their plan. During the mid-semester breaks, the dorms will close so that students can go home and enjoy time with their parents. Please note that dorms are without supervision and not available for students to stay whenever the school calendar lists dorms as closed.



## Partnering with Parents

As parenthood is a God-given responsibility, the dorms serve as an extension of the family unit. In order for children to grow in maturity, they need to receive their primary training from their own parents. We emphasize 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 helps to maintain this continuum of care.

Correspondence between dorm parents and student parents is essential for quality co-parenting. Dorm parents write a general weekly letter with 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.

## Student Safety Services

Dalat's boarding program has extensive policies and protocols designed to provide safety and protection for all students, including student empowerment training throughout each year. The school and boarding program have zero tolerance for harassment, bullying, 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 inappropriate behavior, harassment, or abuse, or who observe conduct of a harassing or abusive nature, are encouraged to promptly report the matter to any staff member or a member of the Child Safety Team. Any reports of this type of behavior will be investigated according to school policy found in Dalat's Child Safety and Personal Protection Handbook. Students found guilty of any of these offences may face suspension or expulsion from the boarding program and/or the school.

## Advocacy Services

An independent advocate who is not under the authority of the dorm or school administration is appointed each year as an objective, trained and trusted adult to whom students may go if they feel that a concern they have reported to a staff member is not duly addressed. The advocate provides a safety valve for the rare occasion when a staff member does not follow school policy regarding the reporting of harassment or abuse. The advocate promotes the protection of students and enhances the responsibility and objectivity of the school administration in responding to all reports of harassment and abuse. The advocate does not investigate reports personally or administer discipline, but serves as the representative voice for students or parents who are not able to be present. Dorm students and their parents are informed each year of the name and contact information of the approved advocate.

## Parent Visits

Parents are encouraged to visit their students often so that they can see them in the dorm context, get to know their dorm parents and family and observe the overall boarding program. They are invited to attend chapels, sports events, drama presentations, musical concerts, awards ceremonies and other activities in which their student participates. Parents are also welcome to contribute to special events in the dorms like providing a special cultural meal or snack for the dorm family or share in the dorm devotions so that their child's dorm siblings can get to know them better. These kinds of activities strengthen the connection between the dorm family and visiting parents.

Siblings are welcome in the dorm when accompanied by the parents. Any other questions about parent visits can be directed to the dorm parents or residence life supervisors. The staff team is committed to welcoming and including visiting parents so that each visit is a positive experience for both the parents and their student(s) and that the connection between parents and dorm families is maximized.

## 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 personal 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:

- Students who have diagnosed special needs,
- Students who are registered in the EAL (English as an Additional Language) program at Dalat.



## Allowance

The chart below shows suggested amounts for monthly allowance for dorm students which will be provided unless parents communicate otherwise with the finance office. To change the standard allowance given, parents can email the finance office at the beginning of each semester. If a special request is not communicated, students will receive the amount shown below. Student allowances are not included in the boarding fees; they are charged to the parents' school account as a separate line item.

Grades 6-8	RM 100/month
Grade 9-10	RM 120/month
Grade 11-12	RM 150/month

## Passports and Visas

All travel documents and visa requirements are the responsibility of parents. Parents of dorm students receive the assistance of the school to apply for student visas, but they are responsible to provide all required documents in a timely manner.

Dorm students are required to hand in their passport to a dorm staff member each time they return to school. Dorm parents do not maintain possession of passports; they are stored in a secure safe in the school office for safekeeping and visa processing.

Occasionally the office staff need to send passports to immigration for visa application and renewal; therefore, students need to ask their dorm parents at least one week in advance for their passport. Office staff will inform students if their passports will be out of office for extended periods of time.

Parents are responsible to communicate directly with the school office to request student passports at least one week in advance, if students need their passports at times other than when dorms close for school breaks. Communication regarding student passport requests should be emailed to the school office and copied to dorm parents.

## 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.

## Academic Support

Students and parents retain full responsibility for students' academic success. Parents, students, and dorm staff have access to Powerschool, Dalat's online grading book. Dorm staff provide appropriate opportunity and accountability for students to focus on their studies. If a student's GPA drops below 2.0 or if they have an F in a class or incomplete/missing assignments, his/her weekend freedoms may be restricted and they may be given increased accountability.

## Technology

Our belief that students develop character through healthy relationships with the adults in their lives holds especially true in the area of technology. Teaching students to be responsible in their use of technology requires a joint partnership between students, sending parents, and dorm parents. Students need both their parents and dorm parents to be actively engaged in teaching them values, self-discipline, and critical thinking skills that will guide their media consumption and empower them to develop healthy boundaries and daily rhythms that keep technology in its proper place in their lives.

Sending parents take responsibility to carefully choose which devices and internet services are best for their student and to discuss with them the importance of online safety and appropriate use of software, apps, services, and social media. Parents are encouraged to regularly discuss their values and expectations and to ask their student about their online habits, as ongoing accountability is necessary for students to learn how to use technology appropriately during their teenage years. Parents should know their student's passwords and monitor their online activity, social media accounts, and family internet/movie streaming accounts for content and appropriateness.

Dorm staff take responsibility to provide general supervision and accountability to students regarding their use of technology, teaching them how Biblical principles can guide their values and choices. They encourage students to balance technology use with other healthy activities like studying, socializing, exercising, sleeping, and personal/spiritual growth activities.

The boarding program supports the school's technology guidelines, the digital citizenship policy, and family technology contract. Students' use of school and personal computers and devices follow the school's guidelines. Media viewed in the community areas of the dorm is monitored by dorm staff to ensure it is consistent with Christian standards. Dorm staff will use their discretion to determine what is appropriate, appropriately supervise, and avoid showing scenes with excessive violence, swearing, vulgar language, or nudity/sex. Boarding standards for all media use apply while dorm students are on off-campus trips or overnight events.





Dorm staff encourage students to be respectful in online conversations and to only post/share pictures or videos that are honoring to others. They train students in online safety, how to protect themselves online, and how to respond to inappropriate material and/or conversations. Dorm staff are available to discuss student concerns and receive and respond to reports related to online activity. Staff members retain the right to not allow students to view media that they deem inappropriate. For the sake of helping students protect themselves and teaching responsible media use, devices may be checked and/or monitored by dorm staff if a concern arises related to appropriate use. Students are expected to comply with accountability measures.

Internet access is not provided in student bedrooms. It is provided in the common areas of each dorm between 7:00 am - 10:00 pm daily. Parents communicate with dorm parents directly about specific limits on screen time for each individual student.

Dorm staff and dorm reps encourage students to enjoy a tech-free community hour between 6:00-7:00 pm on school nights.

Dorm students may use their devices in the dorm, except at mealtimes, community hour after supper, dorm devotions, services, and dorm meetings. Most students are responsible to dock their devices for charging overnight. Exceptions for homework are given on a case by case basis according to dorm staff discretion.

Parents may give permission for the following exceptions:

- Permission for high schoolers to keep their phones only on Friday and Saturday nights
- Permission for juniors, seniors, and AP students to keep their laptops overnight for studying
- Permission for juniors and seniors to keep their phones in their bedrooms overnight for internet hotspot for study purposes only, not to be shared with roommates

Each dorm facility has several computers for dorm students to share. The computers are intended for school work primarily, then may be used secondarily for personal entertainment. Homework is always prioritized for the use of dorm computers.

The school and boarding program work together to provide the following safeguards for students' online activity:

- Students are issued a login account and school email address for their use of computers and devices. The school curriculum includes instruction on appropriate usage of this account, the same guidelines apply in the boarding context.
- The boarding program's internet subscription and desktop computers are managed by the school's technology team; access to content requires two-tiered login information and all electronic traffic passes through the technology team's firewalls.
- If improper activity is suspected, the technology team may access all aspects of a student's account, including emails, browsing history, stored files, etc.
- If parents provide a device that includes a data plan for their student, then the parents are responsible to monitor their child's use of that device to access the internet. Dorm parents are available to assist parents at the parents' request.
- Dorm students are expected to maintain one working hand phone with sufficient credit to make phone calls to their dorm parents when off campus for safety reasons.



## 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 counselling 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 Dalat's spiritual life program which includes chapels, special services, small groups in Bible class, Missions Emphasis Week, and Spiritual Emphasis Week. The mid-week student-led worship gathering is optional for students.

Each student is given the opportunity to set personal and spiritual goals at the beginning of each semester. An optional mentoring program is available in which students can choose to connect with a staff member for a weekly time of meaningful conversation, connection, and encouragement. Many service opportunities are made available to students at school and in the dorm. A dorm retreat is planned for a long weekend each November.

Dorm families attend Christian church together as a family on Sunday mornings for shared experience, learning, service, and follow up discussion. Our ultimate desire is for students to engage and participate fully in church, so that they grow spiritually, connect meaningfully, and serve well. Students are encouraged to be active in serving in areas such as children's ministry, worship band, greeting, ushering, hospitality, and technical services. When possible, dorm parents will provide transportation to assist students in participating in practices, training, and rehearsals for Sunday service opportunities. Students are encouraged to get involved in other areas of the church such as a youth group or service opportunities outside of Sunday services.

Students may visit or attend a different church than their dorm family once a month with advance permission from their dorm parents. The church should have a connection to their own family, a Dalat staff member, or Dalat family. The student will take responsibility for securing their own transportation.

Parents may give permission for their child to attend a different church by communicating directly with the dorm parents.

## Counseling Services

School counselors are available to meet with boarding students regarding personal issues or needs at no extra cost. A counseling center not affiliated with Dalat is available nearby in the community; billing for this service is charged to the parents' account. Parents are informed of regular, ongoing counseling sessions provided for dorm students.

## Laundry Services

Laundry service is provided as a benefit for boarding students. 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. Dalat will not be responsible to replace lost or damaged clothing items. Senior students may be given the privilege and responsibility of learning to do their own laundry in order to help them prepare for college life.

## Health Services

The parents of dorm students are responsible for informing dorm staff and the school nurse of any known medical needs or issues their children have; parents



document this information in PowerSchool and on the Annual Information Form. Dorm staff are responsible to encourage good health practices and generally oversee dorm students' diet, rest, exercise, and emotional health. They cultivate trust with students so that students feel comfortable to share any health concerns, illnesses, or injuries they may experience. They also expect parents to inform them as student health issues/concerns arise.

Staff monitor, assess, and respond to the medical needs of students as needed. Staff communicate with parents regarding student health concerns, illness, injury, and treatment. Dorm staff are trained to take appropriate action in cases of emergency. The nurse and residence supervisors are contacted for consultation and support. Dorm staff inform parents as soon as possible whenever a boarding student requires emergency hospital treatment. Dorm staff will receive approval from parents for proceeding with any costly treatment, surgery, or testing such as MRI's. In situations when a dorm student is not able to remain in the dorm due to serious illness or injury, the parents will be asked to come to Penang to care for their child or to make other guardianship arrangements.

- Parents are responsible to submit all student medications to dorm parents upon student arrival. The nurse will approve medicines to be kept in student rooms and which will be stored by the dorm parents.
- Parents are responsible for communication with the finance office regarding medical insurance coverage and are responsible for paying for all medical expenses.
- Parents are responsible to fill out and submit wellness forms for Impact trips before their student begins the semester in which the trip is scheduled. Parents are required to deposit funds to their school account in advance for non-emergency treatment such as MRI's and orthodontics.
- For out-patient hospital visits, the healthcare facility may charge the school for up to RM 500/visit.

- For non-emergency in-patient care, the school nurse will inform parents of the estimated cost of treatment so that they can either send an advance or provide information from their insurance company for covering the cost. The finance office will communicate with the parents and hospital regarding further treatment and costs.
- For emergency in-patient care, the dorm parent or nurse will call the parents first, then they will notify the finance office by email or phone. The school will issue a guarantee letter to allow the student to be admitted to the hospital. Parents are responsible to make immediate financial arrangements with the hospital and/or school.

#### Wellness

- The school requires proof of vaccinations and physical exam by doctor for entrance to school and participation in sports.
- Special medical needs and food allergies are noted by parents on the application form, annual information form, and annual PowerSchool update.
- Staff encourage students to get regular rest, exercise and good nutrition. They make available multivitamins and Vitamin C for students to take as needed; worm pills are given every 6 months.
- Staff maintain certification in First Aid, CPR and AED to respond to medical needs.
- Sending parents are advised to take care of routine check-ups as possible when students are home with them. Boarding staff arrange appointments and provide transportation for students while they are at school to receive care from medical professionals as needed.

#### Illness & Injury

- Dorm staff monitor and assess student illness and injury, providing appropriate treatment and care.
- The nurse provides regular training on how to treat illness and administer medication. She works closely with staff on assessing each individual case to determine the best medical treatment and professional/facility to provide care.
- When a student needs to see a doctor, dorm staff provide transportation, the administration of prescribed medicines, and assist the student with follow up.
- If a student needs to stay overnight in the hospital, it is our general practice for a staff member to stay with them; this is determined on a case-by-case basis in consultation with the RS and nurse. In situations of communicable diseases, parents may be encouraged to stay with their student in a separate location other than the dorm. If parents cannot come to Penang to care for their student or identify a local guardian, boarding staff will try their best to make necessary arrangements to care for the student while preventing the spread of illness/disease as much as possible.
- Dorm staff communicate regarding student illness/injury and treatment with parents, nurse, RS, and the finance office as needed.



## Transportation

The boarding program provides transportation for dorm students to and from the airport at the beginning and end of each semester and the mid-semester break. Accompanying parents and guests may be charged for a percentage of transportation costs. Transportation to airports outside of the semester breaks for additional personal trips will be charged to the parents' account. We encourage parents to plan student travel to arrive and depart before 11:00 pm. Students arriving/departing after midnight may be charged an additional fee for transportation.



## Financial Services

Every family with a student attending Dalat will be provided with a financial account with the school. All of the student's expenses will be charged to the family's school account, including tuition, room and board, monthly allowance, uniforms, school-provided health services, local medical costs, office supplies, etc, as well as parent-approved student cash withdrawals. The school provides parents with an account of the billing activity each month.

If a student wishes to withdraw money from their parent's account above the amount approved on the annual information form, an email from the parents is required. Upon receipt of the email, the dorm parents will give the student a finance slip which the student may use to withdraw the money from the parent's account. A student's cash withdrawal may not exceed RM500 in total in any one statement period unless under emergency circumstances or with the approval of the

school's CFO. Parents are advised to maintain a credit balance in their accounts to pre-empt expenses incurred by their children to avoid financial complications.

Parents are reminded to settle any outstanding balance that appears in their account within twenty-one days from the date of the monthly statement. The school reserves the right to freeze the account if no payment is received after the twenty-one day period. Once an account is frozen, the student will no longer be allowed to charge any of the above transactions to the account.

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

Parents may contact the finance office should they have any questions pertaining to their account or related issues.

## School Jurisdiction

While under school jurisdiction, students are required to comply with school and dorm guidelines 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.





## Residency and Guardianship Policy

All students attending Dalat International School are expected to live with their parents or in one of the school dormitories. If these options are not feasible, parents may request that their student live with a documented guardian by submitting the school's Guardianship Request Form to the Head of School before the first day of classes each year. Requests for guardianships may be refused and permission for living with a guardian may be rescinded if the school determines that the living situation is not in the best interest of the student or the school. Dalat defines a guardian as "an adult over the age of 25 who lives in the home on a daily basis providing ongoing support and care for the physical, emotional, and academic needs of the student. The guardian is responsible to serve as the liaison between the school, the student, and the student's parents." Attendance at Dalat is dependent upon adherence to this policy; failure to abide may result in the student being asked to withdraw from Dalat.

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 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

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 parent's account. It is the responsibility of the parents to notify the finance office of the date of their student's withdrawal from the boarding program.

### Preparing for School Breaks

It is our expectation that students will return to their parents for each of the school breaks (fall break, Christmas, spring break, and summer.) If the parents of a dorm student will not be personally supervising their child during any of the school breaks, they need to identify an adult guardian who will provide adequate care and supervision for the student during the time that the dorm is closed. This plan must be clearly communicated to the dorm parents in advance of the school break through the submission of a Transfer of Guardianship form. Signatures are required from both the parents and the temporary guardian. This ensures

that all parties (dorm parents, parents and guardians) are properly informed and that the student understands who is taking responsibility for them when they are released from the supervision of the dorm parents.

For the school breaks such as Christmas Break, Spring Break and Summer Break, parents are responsible to notify the school regarding travel arrangements for their student. They may request assistance from the school secretary ([claudia@dalat.org](mailto:claudia@dalat.org)) or inform her of their students' itinerary if they are personally arranging the tickets. (The school secretary will not make student requested travel arrangements, they must come through parents.) The deadline for finalizing travel arrangements is two weeks before each break (Christmas, mid-semester and summer). If the school has not heard from parents regarding their student's travel plans by two weeks before the break, the school will purchase a ticket for the student to their home address on record which will be charged to the parents' account. This is to ensure that every boarding student has secured travel home for each break when the dorms will be closed.

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 packed and stored. Dorm parents will check to make sure that all work is completed. Any damage to school furniture or facilities will be noted and the cost of repair charged to the parents' account. Any failure to properly clean bedrooms will be noted and the cost of additional housekeeping charged to the parents' account. Until they are picked up by parents or leave for the break, they remain under the authority and responsibility of the dorm parents and must abide by all school rules and guidelines.

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, dorm parents or web site. If the parents would like the student to be released from the dorm parents' guardianship but not transferred to a local guardian, the "Release of Guardianship" form needs to be mailed to the dorm parents.

### Residence Life Forms

The Annual Boarding Information Form is required for all boarding students each year and is accessible on our school website. This form is necessary for every dorm student for every year to ensure that dorm parents have current and updated information on each student as they get older and as parents adjust the freedoms and responsibilities they would like to give each child depending on their age and maturity level. When students return to school, they will remain on campus until their form is turned into the dorm parents.



# Community Guidelines

Dalat International School has developed guidelines for community living which provide both personal freedoms and responsibilities. Our expectations are value-driven, so that our students learn the importance of making careful choices based on values that they agree are important for leading a healthy life. Our values form the foundation for all of our guidelines in our boarding community.

This handbook communicates the values, guidelines, and expectations of the program. Dorm staff have freedom and authority to apply and amend the guidelines or give exceptions 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.

## School Day Routine

<b>7:30 am</b>	Wake up, prepare for school, pick up/drop off laundry, clean room
<b>7:30 - 8:20 am</b>	Breakfast served in dorm
<b>8:20 am</b>	School starts for Middle School students
<b>8:25 am</b>	School starts for High School students
<b>3:10 pm</b>	School ends
<b>5:40 pm</b>	Supper in the cafeteria
<b>6:00 - 7:00 pm</b>	Tech-free community time is encouraged
<b>7:30 - 9:00 pm</b>	Supervised study hall
<b>9:00 pm</b>	Dorm meetings, devotions, or free time
<b>9:30 pm</b>	Roomtime for Middle School students
<b>10:00 pm</b>	Roomtime for High School students
<b>10:30 pm onwards</b>	Personal reading lamps may be used for individual studying

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

Our general expectation is for students to attend the evening meal together as a dorm; exceptions are granted by dorm staff for sports and special events. As a boarding community, we enjoy a tech-free time between 6:00-7:00 pm on school nights. Students may ask dorm staff for exceptions if they need to work on homework during community hour. Students are encouraged to enjoy free time and campus activities until 7:30 pm.

A supervised study hall is required from 7:30-9:00 pm on Mondays through Thursday evenings. Locations for study hall include the dorm study room and/or dorm lounges. Students may study in their rooms during evening study hall with computers/devices with the permission of their dorm parents. There is no gaming during evening study hall. Dorm kitchens are closed during study hall. Dorm parents may use discretion to modify the regularly scheduled roomtimes for special circumstances.







### Curfews and Roomtimes

	Curfews	Roomtimes
<b>School Days</b>	5:30 pm	Gr. 6-8 – 9:30 pm Gr. 9-12 – 10:00 pm
<b>Fridays, Saturdays, and No School Days</b>	Gr 6-8 – 10:00 pm Gr 9-10 – 10:30 pm Gr 11-12 – 11:00 pm	Gr. 6-8 – 10:30 pm Gr. 9-12 – 11:00 pm
<b>Sundays and the last day of long weekends</b>	8:00 pm	Gr. 6-8 – 9:30 pm Gr. 9-12 – 10:00 pm

### Campus Hours

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

Monday through Friday	7:45 am - 5:30 pm
Saturday	11:00 am - 6:00 pm
Sunday	3:00 pm - 6:00 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. At the conclusion of the activity, all students return to their dorms or leave campus. After campus is closed, students who are waiting for a ride home should wait at the guard house.

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.

Each Sunday afternoon, campus has a quiet time from 1:00 to 3:00 pm. Dorm students stay in their dorms during this time and off campus students are not allowed on campus. Phone calls, music, and band practice are avoided, so that students may rest.



## Student Privacy

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 by asking the dorm parents' permission to enter each time they visit.

Dorm staff model and teach healthy boundaries and demonstrate respect for student privacy. Students are expected to respect the privacy and personal boundaries of other students in the dorm.

- Boys and girls are not allowed to enter the designated hallways or dorm rooms of the opposite gender.
- Only one person may sleep in each bed at a time.
- Only one person may shower at a time.
- Only one person may use the bathroom stall at a time. For this reason, each bedroom has a sink outside of the bathroom stall and each dorm has an additional bathroom in the dorm hallway which may be used by both genders.

Students are expected to show respect for other students' personal space and property, including asking permission before entering student bedrooms and/or borrowing any personal belongings. Dorm students may say no to other students visiting their bedrooms and borrowing their personal belongings.

Dorm staff will respect the privacy of students as much as possible within the context of the boarding community. Dorm staff may enter student bedrooms for purposes of ensuring student safety and protection, providing appropriate supervision and personalized care, and ensuring facility maintenance. Dorm staff avoid communicating privately with dorm students. For example, they use a WhatsApp group chat with each individual student and both dorm parents. Dorm staff do not delete text messages with students to welcome accountability. Written, verbal, and electronic information of a sensitive nature concerning student behavior will be held in confidence by residence life staff.

Dorm staff will respect the privacy of students as much as possible within the context of the boarding community. Dorm staff may enter student bedrooms for purposes of ensuring student safety and protection, providing appropriate supervision and personalized care, and ensuring facility maintenance. Written, verbal, and electronic information of a sensitive nature concerning student behavior will be held in confidence by residence life staff.

## Language Guidelines

It is our desire that each student feels included in our dorm families; therefore, we encourage all students to use English when in a group or public setting.

## Dating Guidelines

The boarding program encourages healthy and wholesome relationships between boys and girls that honor Biblical standards. Students should conduct themselves according to the values of love, purity, honor, respect and self-control.

- High school students have the opportunity to be involved in dating relationships. Students in grades eight and below are not permitted to date.
- When dorm students decide to date, they will talk to their own parents and dorm parents to invite adult accountability and wisdom.
- Hand holding and appropriate brief hugs are the only forms of public physical expression allowed between students on and off campus.
- All dating couples may socialize in the visible areas of the main campus (benches, swings, white tables, and courts.)
- Couples are expected to stay in groups when off campus. Parents may communicate with dorm parents to give specific permission for couples to go on off campus dates. We encourage parents to talk with their student about honoring physical boundaries, particularly in the context of off campus dates. Dorm parents will also discuss healthy dating and sexuality with students.

The family atmosphere of each dorm will be protected so that boarding students can treat one another as brothers and sisters. If a dating relationship develops within one dorm, the couple involved will keep all aspects of their dating relationship outside of the dorm facility so as to avoid hindering the comfortable family dynamic of the home. They may not appear exclusive or demonstrate public displays of affection like hand holding when they are inside their own dorm. If the couple cannot abide by this policy, one of them may be moved to a different dorm.



## Media Guidelines

### Computers & Phones

Dorm students may use their devices in the dorm, except at mealtimes, community hour after supper, dorm devotions, services, and dorm meetings. Most students are responsible to dock their devices for charging overnight. Exceptions for homework are given on a case by case basis according to dorm staff discretion. Parents may give permission for the following exceptions:

- Permission for high schoolers to keep their phones only on Friday and Saturday nights
- Permission for juniors, seniors, and AP students to keep their laptops overnight for studying
- Permission for seniors to keep their phones in their bedrooms overnight for internet hotspot for study purposes only, not to be shared with roommates

### Music

Music should be respectful and may not go against Christian values. Music that contains vulgar, explicit or implied sensual language, promotes rebelliousness, self-harm or suicide, endorses sexual promiscuity, glorifies or promotes violence, endorses use of drugs, and treats the occult as attractive is considered inappropriate.

- Those playing music audibly should control the volume so that it is not offensive to roommates, dorm-mates, dorm parents, or visitors.
- Earbud or headphone use is considered appropriate when it does not inhibit social interaction in a group or public setting. Earbuds may not be used during dorm meetings, devotions, services, or church.

### Movies

- Parents may indicate on the annual information form whether their student is allowed to go to see movies according to North American standards of age-appropriateness (G, PG, PG 13) or whether they would like the dorm parents to screen movies for their student.
- Students must ask the dorm parents for permission each time they would like to see a movie. Students may be asked to provide their dorm parents with the movie stub upon their return to campus.
- 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. NC-17 movies are never permitted.

### Computer/Video Games

- Any media content that is explicitly graphic or violent will not be allowed.
- To protect the intellectual property rights of software developers, all software installed on school owned and dorm computers will be legally licensed. Pirated media is not permitted in the boarding program.
- Computer gaming or internet browsing centers are permitted with dorm staff supervision or permission. Gaming is not allowed during evening study hall. Gaming at other times is determined by dorm parent discretion.



## Dress Code Guidelines

Students will dress modestly at all times on and off-campus. Modesty will be maintained in the dorm, including in all co-ed common areas.

Dorm parents will strive to maintain a natural home environment in which they encourage students to embrace wholesome values and teach them to make wise choices related to their dress that are appropriate to the context of different situations.

- Students should wear appropriate dress to church functions. Out of respect for others and the context, students should take care to dress conservatively and modestly for church.
- Likewise, swimming attire should be conservative. Students should wear modest bathing suits. Girls' dresses and tops must have straps and may not show cleavage. Girls' tops and pants may not be tight-fitting. Undergarments, midriffs, and backs should not be seen.
- Shorts and skirts should be of a modest length. Girls may not wear very short skirts or shorts outside of their dorm bedrooms. In many circumstances, fingertip-length shorts and skirts are most appropriate. The following factors will be discussed to help girls make wise choices:
  - The context of events and activities,
  - The cut, fit and tightness of the garment,
  - Body types and how a person carries herself,
  - The importance of showing sensitivity and respect for our local host culture,
  - The general guideline that shorts are considered modest if they have an inseam of at least 4 inches, but a recognition that this may not be true for all girls.
- 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 and boys and nose studs for girls. Students may not get their ears pierced without specific, prior written permission from their parents to their dorm parents. The school handbook does not allow boys to wear earrings to school functions such as sports games and tournaments, concerts, field trips, graduation services and other school-sponsored activities outside of the school day.



- Students may not get tattoos while under the care of Dalat staff. Students who come with inappropriate tattoos are to keep them covered at all times (outside of their own room). Inappropriate tattoos would include but are not limited to any depiction of violence, vulgarity, immodesty, drugs, alcohol, weapons, the occult, or disrespectful behavior or attitudes.
- 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 jewelry 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 or jewelry 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.
- For school banquets and JSB, students should follow the guidelines in the Student Parent Handbook. All banquet attire should be checked by dorm parents long before the event to ensure it is appropriate.

Dorm staff will strive to apply dress code guidelines consistently between the dorms but will also use discretion in considering the individual and holistic needs of each student.

## 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, theaters and bowling alleys, restaurants, nearby beaches, or other local tourist spots.

Each time a student wants to go off campus on a personal trip, dorm parent permission is required. Each student must fill in the sign-out sheet before leaving campus and when returning to campus.



Students should remember that they represent Dalat International School and should show proper respect and behavior at all times. Students are encouraged to keep a low profile while traveling around town.

- Grade 6 and 7 students may be granted permission to walk to nearby stores in groups of 2 or more, if they follow personal safety guidelines.
- Grade 6 students may go off campus with their dorm parents' permission and when supervised by an adult. Supervision may occasionally be provided by an older student approved by the dorm parents and parents.
- Grade 7 students may go off campus, when the transportation is provided 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.
- Students in grades 8–10 may go off campus in groups of 2 or more during daylight hours, with dorm parent permission. During after-dark hours, students in grades 8-10 should be in groups of 3 or more.
- Grade 11 and 12 students may go off campus alone with parent permission on the Annual Information Form and dorm parent permission each time, except when there is a safety concern, such as females out alone after dark.
- When visiting other students' homes, it is required that the parents are at the home and supervising during the entire duration of the visit.
- Students may spend an overnight at a friend's house on Fridays or long weekends with dorm parent permission and communication between the parent hosts with the student's dorm parents. Day students are permitted to stay overnight in a dorm with dorm parent permission.
- 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 with the supervision or approval of dorm parents in advance.
- Students are permitted to use licensed taxis, buses, or Grab cars for off campus trips if they have their parent's permission on the Annual Information Form and their dorm parents' permission each time. Parents may give permission for high school students to take public transportation alone on the Annual Information Form.
- Boarding students are not permitted to ride with other students who have their own vehicle for off-campus trips, with the exception of dorm seniors. Seniors may ride in day student cars with parent permission on the Annual Information Form and dorm parent approval in advance each time.
- Students need to ask their dorm parents permission before they change locations off campus. If they cannot reach their dorm parents, they can contact the residence supervisors.

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.





## Safety Guidelines

The program reserves the right to set safety standards for boarding students under its authority. Reasonable precautions are taken to protect boarding students while they are in the care of 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.

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

- Dorm students are responsible to understand and follow all instructions related to fire, lockdown and evacuation procedures. Drills will be conducted during and after school hours.
- Dorm students may use the pool with dorm staff supervision. High school dorm students may use the pool without direct supervision if they are in same-gender groups of 2 or more and if they have parent permission on their Annual Boarding Information Form and permission from their dorm parents on each occasion.
- Dorm kayaks may be used with parent and dorm parent permission according to the posted guidelines. Dorm students must use the crosswalk when crossing the street in front of the school.
- Safety helmets must be worn for off campus bicycling and longboarding.
- 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, including but 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, with the exception of seniors with parent permission for school lunch only.
- Regarding pranks and practical jokes, all ideas must be proposed by the students in advance to a dorm staff member. Only those approved and supervised by a dorm staff member may be carried out.

## 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 the program's 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.





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

- Be fair, appropriate, and timely,
- Be administered with an attitude of respect and love,
- Maintain the dignity of the student, 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 ongoing 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 Head of School in consultation with residence supervisors. The Head of School will communicate with the parents regarding the reasons for the suspension, with conditions of readmission 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, fail to comply with the regulations of the boarding program or are an ongoing threat or disruption to the Christian home environment may be expelled from the boarding program. The Head of School will communicate with the parents regarding the reasons for the expulsion. The Head of School will provide a report to the school leadership team regarding any student who is expelled from the dorm program. All expenses incurred due to a student's expulsion will be charged to the parents' account, including the student's travel home.



The residence life team is committed to protecting the atmosphere of trust in the boarding community. When students make choices that damage our trust and their integrity, 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 difficulty 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, the goal 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.

### Prohibited Behavior

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
- Disobedience
- Verbal or physical behavior that hurts or takes advantage of others, either emotionally or physically, including making inappropriate, demeaning, or derogatory comments
- Inappropriate internet use
- Leaving one's room after roomtime
- Leaving the dorm after curfew without permission
- Failure to sign in/sign out
- Leaving campus without permission
- Lying and 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, gang activity or wearing gang paraphernalia
- Racial prejudice
- Possession, purchase, use, distribution, or promotion of controlled substances, illegal drugs or drug paraphernalia
- Use of profane, vulgar or obscene language
- Possession, purchase, use, distribution, or promotion of tobacco products or smoking paraphernalia (cigarettes, e-cigs, chewing, nicotine gum, shisha, hooka, etc.)
- Possession, purchase, use, distribution, or promotion of any beverage containing alcohol
- 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, purchase, use, distribution, or promotion of pornographic material, on or off campus
- Recurrence of infractions
- Other infractions, not listed above

Any student purchasing, possessing, using, distributing or promoting the use of alcohol or tobacco products, drugs, pornographic material (on or off campus), firearms, or weapons may be suspended or expelled from Dalat International School. Any student who associates with or becomes a member of a gang may face expulsion from Dalat International School. Any student found to be in possession of any drug deemed illegal in Malaysia will be expelled from Dalat International School.





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 from missionary children in Dalat, Vietnam in 1929. It relocated to Bangkok, Thailand, for a year before moving to the Cameron Highlands, Malaysia, in 1966. The school has operated on its current seaside location in Penang since in 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).



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