

STUDENT PARENT HANDBOOK

2023 - 2024



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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A Message from the Head of School

We are so thankful that each of you is a part of the Dalat community this year. If you are new here, it won't take long for you to see what a special place this is. If you are returning, welcome back!

Dalat has four flagships that consolidate our values. **Scholarship** focuses on critical thinking, innovation, communication, and many other 21st century skills. **Discipleship** highlights our spiritual values and biblical worldview. **Citizenship** encourages us to continue improving both our school and our community. **Relationship** values our students, parents, and staff as members of one interdependent community. Balancing these four flagships is what makes Dalat so unique, as we believe that school is about much more than academics.

Dalat has been in the process of renovating the campus for the last five years. We are currently in the midst of building a permanent and purpose-built middle school building, called The Marina. This will provide a place for middle school students to learn, grow, and develop. The Marina takes the place of the old cafeteria on lower campus, giving middle school students a space of their own. We will teach the students about construction safety and have strict expectations of our workers. If you see anything unsafe, please report it to one of the school administrators immediately.



Dalat is known throughout Penang for the strength of its community. This book helps us create that community as it establishes guidelines, expectations, and responsibilities while we do life and school together. I would strongly encourage you to take a few minutes to read through this book and familiarize yourself with all that is involved in being a part of Dalat.

Have a great year!

Shawna Wood

Head of School
Tel: (60-4) 685-2100
Email: headofschool@dalat.org

Enrollment or continued enrollment at Dalat International School is a confirmation of your support of all policies and regulations listed in this handbook. Please be sure to read through it very carefully. Dalat reserves the right to make changes to these policies and regulations at any time.

School Management Team

Head of School

Shawna Wood

Deputy Head of School

Dr. Tressa White

High School Principal

Scott Uzzle

Middle School Principal

Bev Stevens

Elementary School Principal

Lizzy Neiger

Director of Teaching & Learning

Shantel Seevaratnam

Residence Supervisor

Brian Weidemann

Spiritual Life Director

Bob Wright

Director of Advancement

Heidy Hartley

Guidance Coordinator

Paul Dobson

Director of Operations

Brian Brewster

CFO/National Staff Director

Joel Chong

Human Resources

Jennifer Cantrell

Athletic Director

Jarrett Ulmer

Director of Technology

Joel Roberts

For a complete list of staff, please consult the directory on the school website at www.dalat.org.

Tanjung Bunga, 11200 Penang, Malaysia

Phone: (60-4) 685-2100

Email: info@dalat.org

Website: www.dalat.org

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Association of Christian Schools International

Member of

East Asia Regional Conference Overseas Schools
Association of International Malaysian Schools



WHO do I SEE...

... when I have questions about arranging bus service?

Receptionist

... with questions about school fees?

Finance Office

... when my child's report card isn't available on PowerSchool?

PowerSchool Administrator

... to change my telephone number, address, or email on the records?

Update in PowerSchool Parent Portal

... if I need to get a parking sticker for my car?

Receptionist

... if we'll be out of town for a few days and our children will be under someone else's care?

School Office

... when I want to make a gift to the school?

Advancement Office

... if I need to see announcements in the Daily Bulletin?

Register via PowerSchool Parent Portal

... when I have an issue with a teacher?

See the teacher first

... to find out about after-school activities?

Principal

... if I am moving away from Penang?

Admissions Director

... if my child is having difficulty adjusting to school?

Counselor

... if I'd like to have access to my child's grades and attendance records on PowerSchool?

PowerSchool Administrator

... if I'd like information on the lunch and snack program?

Cafeteria Coordinator

History

Dalat School was founded in 1929 as a private, Christian boarding school to provide a North American education for children of Christian and Missionary Alliance (C&MA) missionaries in Indo-China. Because of war conditions in 1965, the school moved from its original location in Dalat, Vietnam, to a temporary location in Bangkok, Thailand. Eight months later the school relocated to the Cameron Highlands of Malaysia where it remained for six years. In June 1971, Dalat School moved to the present location in Penang, Malaysia.

On July 1, 1999, Dalat School became an independent Christian school with an inter-mission school board. In December 2001, the word "international" was added to the school's name to more accurately reflect its student body. Dalat was established as a Malaysian Educational Trust in 2011.

School's Mission

Education for life founded on a biblical worldview.

and Vision

Our students will know God and impact their world for His glory.

Education for life

Dalat International School seeks to provide an education that goes beyond pure academics: Education for life trains the next generation to be people of character, integrity, and compassion; we prepare them to make a positive impact on the world, whatever their career choice and wherever they live.

Educational Philosophy

The educational philosophy of Dalat is based on our mission statement — *"Education for life founded on a biblical worldview."* The mission statement is broken up into three different categories — *education, life, and biblical* for which Dalat makes statements of what "we believe."

Biblical:

Dalat International School is a community based on truth, grace, and lives transformed through Jesus Christ.

- We believe God is the source of all truth.
- We believe Jesus Christ is who he said he was, and that changes everything.
- We believe the Bible is relevant for contemporary life.
- We believe the Bible should be the filter through which we see God, creation, humanity, purpose, and morality.
- We believe the Bible and its teachings are a vital component of a child's education.

Life:

Dalat International School promotes learning that develops the whole student: body, heart, and mind.

- We believe that great schools foster a healthy balance of academics, the arts, and sports activities, and consider them all to be co-curricular.
- We believe that students should be challenged to critically engage their culture, their history, their worldview, and their place in time and space.
- We believe that students' lives are enhanced by technology as they become proficient, responsible, wise, and discerning in its use.
- We believe that compassionate service to others transforms students and communities and is a vital component of education.
- We believe that the pursuit of unity and understanding within a culturally diverse community is a foundational life skill.
- We believe that an important part of learning is for students to recognize the consequences of their choices and actions, and to learn to make wise decisions.

Education:

Dalat International School exists to provide a world-class education that inspires and equips students to meet the challenges of the future.

- We believe that parents are an integral part of their child's education, and a successful school experience depends on good two-way communication and a solid partnership with families.
- We believe that each student is unique, and a student's academic performance is not the measure of his or her worth as a person.
- We believe that a student's grades should be a reflection of performance, mastery, application, and effort.
- We believe that homework should be a meaningful extension of the classroom and appropriately challenging.
- We believe that the Dalat educational experience extends beyond the classroom, touching multiple aspects of life.

Flagships

STUDENT OUTCOME STATEMENTS (SOS)

To identify who we are as a school and what we want to accomplish with our students, Dalat has adopted clearly defined expectations for teaching and learning called Student Outcome Statements, organized around four Flagships.



Scholarship

Dalat inspires enthusiastic lifelong learners who are inquisitive, creative, and independent. A Dalat student:

- Communicates Skillfully by
 - *asking meaningful and relevant questions.*
 - *expressing themselves creatively and ethically through media and the arts.*
 - *reading, writing, and speaking fluently in English.*
 - *conveying clearly their ideas and learning.*
- Thinks Innovatively by
 - *demonstrating a growth mindset and exhibiting intellectual curiosity.*
 - *being a self-directed and goal-oriented learner.*
 - *embracing new opportunities, taking risks, and overcoming setbacks.*
 - *reflecting critically and seeking creative solutions to everyday challenges.*

Citizenship

Dalat empowers students to become responsible members of their community, providing opportunities to lead, serve others, and honor God. A Dalat student:

- Serves Compassionately by
 - *showing respect.*
 - *giving generously of their time, talents, and finances.*
 - *putting God and others above themselves.*
 - *leading through positive choices and actions.*
- Lives Ethically by
 - *caring for God's creation.*
 - *using technology appropriately.*
 - *living a balanced and self-disciplined life.*
 - *promoting equity and social justice.*
 - *exhibiting integrity and honesty.*

Relationship

Dalat encourages students to build respectful and caring relationships with sympathy and humility. A Dalat student:

- Collaborates Effectively by
 - *listening and giving feedback respectfully.*
 - *being a flexible, adaptable, and responsible team player.*
 - *understanding other points of view.*
 - *cooperating.*
- Connects Authentically by
 - *treating others with empathy and Christ-like love.*
 - *building friendships with people of different cultures and generations.*
 - *valuing and appreciating the Malaysian culture.*
 - *engaging constructively in the Dalat community.*

Discipleship

Dalat mentors students by inspiring them to seek truth, love God, and grow in Christ. A Dalat student:

- Reasons Biblically by
 - *seeking the truth.*
 - *understanding and applying God's Word.*
 - *making wise decisions based on biblical truth.*
 - *evaluating and articulating worldviews based on the Bible.*
- Grows Spiritually by
 - *showing gratitude.*
 - *practicing habits of spiritual formation.*
 - *pursuing a relationship with Jesus Christ.*
 - *having a teachable attitude.*
 - *participating in mentoring relationships.*

Attendance And Enrollment

Admissions

Applicants may be accepted upon presentation of evidence that they are academically prepared to take up the work in the grade they are entering, are appropriately socially attuned, and that the program needed by the student is available. Every student applicant needs to present transcripts and report cards along with placement testing and a personal interview before acceptance. EAL (English as an Additional Language) students will be tested for English language proficiency.

Visa Requirements

It is a legal requirement for all expatriate parents to obtain an appropriate visa for their child studying at our school. Failure to do so may affect their enrollment at the school. Proof of a student visa or dependent pass with permission to study is to be submitted to the school within six weeks from enrollment date. The school reserves the right to terminate enrollment if a student is found to be without a current student visa or dependent pass.

Immunization Requirements

Dalat International School requires the following vaccinations:

- Hepatitis B: three shot series
- Varicella (chickenpox): two shot series
- Polio series
- DTaP: Diphtheria, Tetanus, Pertussis: three shot series with boosters at appropriate ages
- MMR: Mumps, Measles and Rubella: two shot series

Dalat International School will allow the following exemptions:

- Medical Exemption: Exemption form to be filled out by student's primary physician.
- Personal/Religious Exemption: Parent/legal guardian must meet with the Dalat nurse for discussion of the benefits and risks of immunizations, then a Certificate of Exemption form can be filled out and signed by both parties.

What to do when . . .

...the student is sick:

Parents are expected to phone the school office by 8:15 a.m. on the day the student is absent. Alternatively, send an email to attendance@dalat.org with your child's name and the time he/she will be absent from school.

...the parent plans to be out of town:

If parents or guardians of a student will be out of town, the parent or guardian must make guardianship arrangements for the student and tell the school before leaving.

...the student plans to be away:

Students planning to be away from school must complete the Leave of Absence form and submit it to the principal before the absence takes place.

Residency Policy

All students attending Dalat International School are expected to live with their parents in Penang or to live in one of the school dormitories. One parent must be in Penang, and the child must be living with that parent. If these options are not feasible, parents may request that their student live with a documented guardian in Penang by submitting the school-provided Guardianship Request form to the residence life director before the first day of classes each year. This is for students in Grades 6–12 only. Students in grades P3 through Grade 5 may not be in a guardianship situation unless there are extenuating circumstances and permission from the school administration has been granted in advance. In such cases, guardianship is only permissible for a short time period. Requests for guardianships for students in Grades 6–12 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 student withdrawal from the school.





Temporary Guardianship

Parents or guardians who plan to be out of town must make guardianship arrangements for their child and communicate the guardianship information to the school office before leaving. Students should not be home alone overnight for extended periods of time. Students in elementary and middle school should have direct adult supervision for overnights; exceptions may be made on a case-by-case basis.

Bible Classes and Chapel Expectations

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

Attendance Expectations

Regular attendance is one of the most important factors determining success in school and is the responsibility of the individual student and his/her parents. When a student is absent or late to school or class, not only does his/her learning suffer significantly, but the learning of other students is also affected. Parents and students have a responsibility to the entire school community to recognize that extensive absences seriously impact the overall vibrancy of the curriculum for all students. The classroom environment cannot be duplicated. When students are absent, they miss:

- the information that goes on in classroom discussion.
- the teaching that comes in a lecture.
- the possibility to ask questions to clarify homework, lectures, and discussions.
- ongoing small group work and projects.
- the opportunity to check out books and materials needed for research.

Absence Policy

A student who arrives at school more than 15 minutes late should check in at the main office before going to class. If a student is sick, he or she should stay home. Parents are expected to phone the school office by 8:15 a.m. on each day the student is absent or email to attendance@dalat.org. The school does not excuse absences. The purpose of the communication is to let the teacher know that the child is in his or her parents' care. The student may be asked to complete assignments missed during the absence.

If a child needs to be excused from physical education, a note should be sent with him/her or an email sent to the teacher. Students will not be excused from physical education without a note from the parent.

If a child needs to be taken out of school for an extended absence, the parents should talk with the principal before finalizing plans. It is expected that parents understand the impact the absence will have on their child's learning.

Senior Privilege

- Seniors are allowed to leave campus during their scheduled lunch block to eat. In this event, seniors must give their student ID to the guard at the gate and collect it from the main office upon their return.
- Prior to having this privilege, the school must have on file a permission note from the student's parents allowing the student to leave campus during the lunch period.
- Seniors on general probation or temporary online probation will lose senior privileges.
- Seniors are not to leave campus with only a boy and girl together. Two boys or two girls can leave together, but mixed groups must be at least three people.
- Seniors cannot leave campus by themselves. Students may ride in another student's car only if their parents have signed the lunch waiver allowing them to do so.

If an elementary student misses more than 20 days in a school year, he or she may be retained. The principal and teacher will review the grades and scores of any student who misses more than 20 days. If satisfactory progress has not been made, the student will be retained.

Students cannot compensate for missed participation and interaction with teachers and classmates caused by lost class time. Active participation and interaction with peers are vital components in academic achievement and are a part of each student's grade. We expect students to be in school and to be on time for classes, seminars, or special events held during regularly scheduled classes.

Middle School/High School

To receive full credit for a class, a student must be in attendance for at least 90% of the sessions of that class each semester. Any absences beyond this number will be considered excessive and will be subject to academic consequences. Any student not in attendance for at least 85% or more of a class will not receive credit for that class.

1st – 8th absence per semester

Work missed can be made up if permission for the absence is given by a parent. Make-up work must be completed within the allotted time given with a minimum of one day make-up per day of absence.

9th – 14th absence per semester

High School: The student's final semester grade will be dropped one full letter grade. This will be noted on the student's report card.

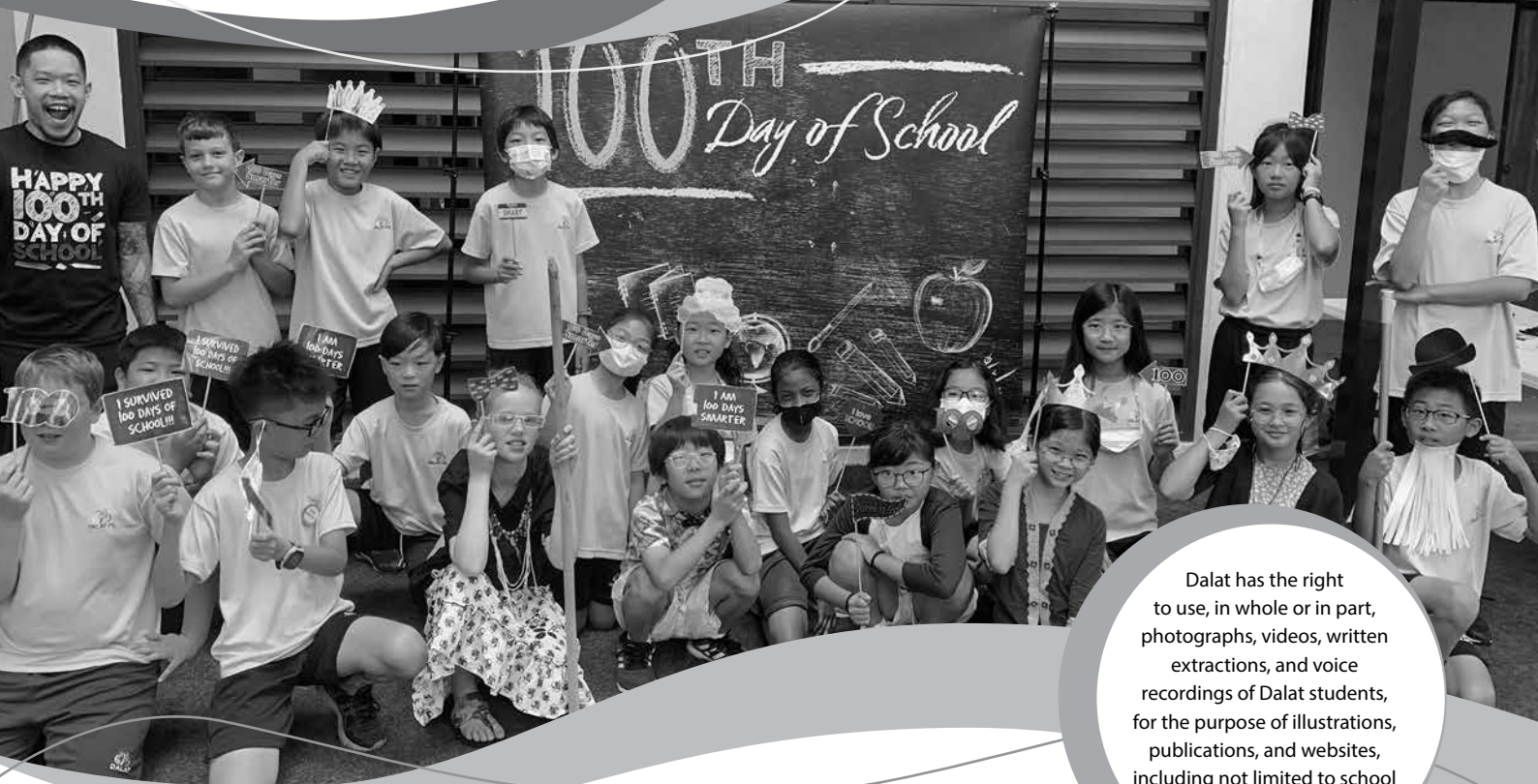
Middle School: Students will be required to attend a daily study hall to make up the work missed.

15+ absences per semester

For high school, no credit is earned for class taken. For middle school, the student may be retained.

In extraordinary situations that require an extended absence (family emergency, hospitalization), the family should apply to the principal for a waiver.

Attendance and Enrollment (cont.)



Dalat has the right to use, in whole or in part, photographs, videos, written extractions, and voice recordings of Dalat students, for the purpose of illustrations, publications, and websites, including not limited to school marketing materials.

Absence Due to Illness

Parents are expected to phone the school office by 8:15 a.m. on the day the child will be absent. If a student is reported absent and no call is received, the school will try to contact parents and substantiate the absence. If a doctor confirms that the student has a communicable disease, it is the parents' responsibility to report this to the school nurse.

Skiping Class

Skiping class is considered a major offense, and the student will receive detention and/or suspension. An absence from any class for the purpose of make-up or preparation for another class is not permitted. A student who misses 20 minutes or more of a class will be considered absent for that class period. When a student is late, he or she is still expected to attend the class or it will be considered truancy.

Leave of Absence

Students absent for school-sponsored functions such as field trips, exchanges, and/or sports tournaments may make up the work they missed. These types of absences will not be counted against the 90% attendance requirement.

Parents planning to take a student out of school must have their child complete the Leave of Absence form (available in the main office), and upon completion submit this to the principal before the absence takes place. Parents are strongly urged to avoid non-illness and extended absences because such absences

create an extra burden for students upon their return. Extended absences undermine the value of a consistent work ethic, which the school seeks to instill in its students. Medical appointments and out-of-school commitments should be scheduled for after-school hours.

Students in Grades 8–12 should be aware that attendance for final exams is mandatory (see the final exams section for more details). Students in Grades K–7 are also expected to complete the entire semester. Leaving early will result in zero (0) scores for assignments or exams during the absence unless arrangements are made with the principal six weeks in advance of the absence.

When a student reaches the maximum allowable absences (20 in ES and 15 in MS/HS), and the family has not notified the school or provided an explanation for the extended absence, the counselors will notify the principals, who will proceed with officially disenrolling the student through both the admissions and finance offices.

Temporary Absence (Position Holding) Policy

In the past, Dalat International School has reserved spaces for students due to temporary absence. If parents would like the school to reserve a space for their child due to temporary absence, they should be aware that:

1. One full semester's tuition must be paid in advance (due by the start date of the semester the student is absent);

2. Upon the child's returning in the intended semester, 75% of the advanced fee paid will be applied to that semester's tuition, i.e., 25% will be the one-semester "charge" for holding a spot for a student; 25% of one semester's tuition will be due upon returning;
 3. Should a family decide not to return to the school in the semester/year the student is scheduled to return, 75% of the advanced fees paid will be forfeited and 25% will be refunded to the family;
 4. Should a family decide to further delay their child's return to the school from the semester their child is scheduled to return, 25% of the advanced fees paid will be forfeited and 75% will be carried forward to future semester. 25% of the remaining fees paid will be forfeited each time the student delays returning from the semester the student is scheduled to return. This can continue until the advanced fee paid is fully exhausted;
 5. Upon the child returning to the school, 75% of the remaining balance from the advanced fee will be applied to that semester's tuition fee, i.e., the balance of one semester's tuition will be due upon returning.
- * All fees must be topped up to the amount as shown in the latest fee schedule in the semester a child returns to school.
- ** Temporary absences and extensions can only be for a maximum of two semesters each time.

Whether or not a family has reserved a space during their temporary absence by prepaying tuition, returning students still have priority for enrollment availability. Parents should communicate clearly to our admissions department any leave of absence plans; a returning student application should be filled out at the beginning of the leaving semester (end of August or January) to confirm a family's plans to return.

Maximum Number of Major Trips for HS Students

To minimize classroom absences and protect students from overcommitting, students may take only three "major" trips in a school year. A major trip is one in which students stay overnight more than one night. Students involved in multiple activities and sports that take major trips (e.g., ACSC trips, band/choir trips) must plan for this limitation, understanding that they will not be allowed to attend a fourth trip even if they are on a team that requires it. One trip that does not count toward this limit is the Senior Sneak. Trips that do not cause a student to be away during a school day do not count toward the "major" trip count.

Make-up Work

Make-up work is the responsibility of the student. Prior to or upon the student's return to school, full credit can be earned for missed work if completed within the same number of school days or class periods for which the student was absent (e.g., three school days absent yields three school days to make up work for full credit). A teacher may refuse to accept and/or give full credit for work received after the allotted time. Students are

Open Campus Study Halls

Open campus study halls are a privilege that allow students to choose where they spend their study hall time. This privilege is maintained by abiding by the rules and keeping their grades up. However, there are limitations on where students may go. Options include the library, white tables, tables by the junior class store, computer labs (when not in use), or other outdoor spaces on upper campus.

Students with open campus study halls **may not...**

- leave campus
- be on lower campus
- be in the hallways around classrooms
- be in the Student Center
- use the gym or outdoor courts to play basketball or tennis. The gym is in use most of the time by PE classes.

responsible for determining what was missed during an absence by communicating with their teachers.

Extracurricular Participation

Students will not be eligible to participate in extracurricular activities on days of missed classes. A student who misses a class period for a medical/dental appointment must bring a note signed by the physician/dentist to be allowed to participate in extracurricular activities that day.

Students on academic probation may not be eligible to participate on sport teams. They may lose eligibility for other extracurricular activities as well.

Leaving Campus During the School Day

No student will be allowed to leave campus during the school day without permission from the principal (with the exception of senior lunch privileges). A student must have parental permission provided through a note or phone call to the principal in order for permission to be granted. If permission is given, the student must sign out at the main office and sign back in upon his/her return to campus. Any student leaving campus without prior approval will be subject to disciplinary measures.

Before- and After-School Supervision

The school does not provide supervision after school. Students in preschool through Grade 6 require parental supervision once a student is out of class or clubs. Preschoolers must have a parent or guardian walk the child to the classroom in the morning and pick the child up from the classroom at dismissal. After school, parents are responsible for keeping kids safe and ensuring they behave appropriately on the playground.

- Parents are expected to sit within eyesight of their children and help to enforce playground rules.
- Another parent may pick up a student from school, but only if that parent will take on the responsibility of supervising the child.
- Students not picked up on time from the designated pick-up area will be sent to the elementary office to wait, and parents will be called.

Attendance and Enrollment (cont.)

Some of the rules that Dalat asks parents to help enforce after school include the following:

1. Students are to remain on the playgrounds and not go to the gym, into dorms, into classroom areas, or anywhere on lower campus. The exception to this is if they are specifically invited into a dorm by a friend or teacher or if they are under a parent's direct supervision. Children may not be in the library unsupervised. Like the playgrounds, the library is an area where elementary students must be accompanied by an adult.
2. Students should use the crosswalks to cross the road.
3. All of the other regular playground rules should be followed.

Illness During the School Day

A child who has a fever, is vomiting, or has a severe cough and runny nose must be kept at home. Children must be fever free for 24 hours before returning to school. A student who becomes ill or injured during the school day should go to the clinic. If the student is too ill to continue attending classes, he or she may stay in the clinic until parents are contacted. The student may not leave the school campus until he or she has been dismissed by the nurse and/or principal. For minor ailments such as stomachaches and headaches, the nurse may have the student remain in the clinic for observation before sending him/her back to class or home.

A child cannot attend school if he or she has a communicable disease such as conjunctivitis (pink eye), chicken pox, impetigo, measles, mumps, H11, etc. The school may need to inform parents of other students if students have been exposed to a communicable disease. The school office must be informed immediately if a child has a communicable disease.

Tardies

Elementary School

Elementary students arriving late to school will go straight to class and the teacher will enter the tardy into PowerSchool. Elementary students may receive tardies if they are late returning from recess or specials classes. Continued tardies will result in discipline.

Middle School and High School

Students are expected to arrive on time and be prepared for all classes. Students who are not in class when the bell rings are considered tardy. Being unprepared for class includes missing materials (e.g., agendas for middle school students). The disruption a late student causes for the teacher and other students is inconsiderate and should be avoided. Middle and high school students arriving more than 15 minutes late to school must report to the office first to receive an admittance slip to enter class. After first period (A block), students must have a note or email from a teacher if they have a valid reason for being tardy for their next class. Tardies may also be recorded if students are unprepared for or not participating appropriately in class.

For **middle school students**, tardy offenses also include dress code violations, EAL violations, technology misuse, and arriving unprepared for class. The following are the consequences for more than four tardies **per quarter** (parents will be notified at each level):

5th tardy

1st detention

10th tardy

2nd detention/loss of "open campus" for the remainder of the quarter.

10+ tardy

Situation brought before the school administration. Possible in-school suspension.

High school tardy offenses include dress code violations, EAL violations, technology misuse, and arriving unprepared for class. For high school students, the following are the consequences for more than nine tardies **per semester** (parents will be notified at each level):

10th tardy

1st detention

15th tardy

2nd detention/loss of "open campus" and senior privilege for the remainder of the semester

20th tardy

1 day in-school suspension

Withdrawal from School

As soon as a student or parents know that they will withdraw from Dalat International School, notice should be given to the admissions director by filling out a Withdrawal Form. The student should pick up a Checkout Form from the office and have it signed by all his/her teachers during his/her last day of classes and then return it to the office. A student's grades will not be released until this form is returned. The principal or admissions director may conduct an exit interview with the student and/or family. Requests for official transcripts and school records will not be honored until a student has been officially checked out by the office and all financial obligations have been met. Personal bond deposits for students (and parents, if applicable) and other student deposits will not be returned until all other financial responsibilities at the school are met and proof of student visa (and guardian visa) cancellation is submitted.

Definition of a tardy

A student not in class when the bell rings, not prepared for class, or not participating appropriately is considered tardy.



School Starts

Elementary starts at 8:20 a.m.
Middle school starts at 8:20 a.m.
High school starts at 8:25 a.m.

**For a complete school calendar,
please visit our website at
www.dalat.org.**

School Schedule

School Calendar

Semester 1	Wednesday, August 2, 2023	Thursday, December 14, 2023
Mid-Semester Break	Monday, October 9, 2023	Friday, October 13, 2023
Semester 2	Wednesday, January 10, 2024	Wednesday, June 7, 2024
Mid-Semester Break	Monday, March 18, 2024	Friday, March 29, 2024
Commencement	Thursday, June 6, 2024	

Campus Hours

Day	Open	Closed
Monday	8 a.m.	5:30 p.m.
Tuesday	8 a.m.	5:30 p.m.
Wednesday	8 a.m.	5:30 p.m.
Thursday	8 a.m.	5:30 p.m.
Friday	8 a.m.	5:30 p.m.
Saturday	11 a.m.	6 p.m.
Sunday	3 p.m.	6 p.m.

School Ends

School for all divisions ends
at 3:10 p.m. KICs and X blocks
end at 3:50 p.m.

Preschool and Elementary ends at
3:10 p.m. (Grades 1-4 KICs until 3:50 p.m.)

Middle school ends at 3:10 p.m.
(with X blocks until 3:50 p.m.)

High school ends at 3:10 p.m.
(with X blocks until 3:50 p.m.)

Students in preschool through Grade 6 must always have direct supervision of a parent during non-school hours: after 3:10 p.m. Monday through Friday and during open campus hours Saturday and Sunday.

After campus is closed, students waiting for a ride home are required to wait at the guard house. Day students may remain on campus during closed campus hours only if they are participating in a school or dorm-sponsored activity or have received permission from a staff member.

School Schedule (cont.)

Elementary, Middle, and High School Schedule

Dalat Bell Schedule											
		HS				MS			ES		
Time		Mon - Wed	Thurs <small>All Hands On Deck</small>	Friday Chapel	Half Day Schedule	Mon - Thur	Friday Chapel	Half Day Schedule	Elementary Schedule		
8 20		A (55 min) 8:25-9:20	A (45 min) 8:25-9:10	A (45 min) 8:25-9:10	A (30 min) 8:25-9:00	SAT (15 min)	SAT (5 min)	SAT (5 min)	8:00-10:40		
8 30						A (40 min) 8:40-9:20	Chapel (40 min) 8:30-9:10	A (30 min) 8:30-9:00			
8 40											
8 50											
9 0											
9 10		B (45 min) 9:25-10:10	B (45 min) 9:15-10:00	B (40 min) 9:15-9:55	B (30 min) 9:05-9:30	B (45 min) 9:25-10:10	A (40 min) 9:15-9:55	B (30 min) 9:05-9:30	Chapel (Lower Primary, Mon; Upper Primary, Wed) 10:30-11:00		
9 20											
9 30											
9 40											
9 50											
10 0		Break - 10	AHOD	Break - 10	D (30 min) 10:05-10:30	C (45 min) 10:15-11:00	B (40 min) 10:00-10:40	D (30 min) 10:05-10:30	ES Lunch Time 11:00-12:00		
10 10											
10 20											
10 30											
10 40											
10 50		C (45 min) 10:20-11:05	C (45 min) 10:20-11:05	D (40 min) 10:05-10:45	E (30 min) 10:35-11:00	C (45 min) 10:15-11:00	Break - 10	E (30 min) 10:35-11:00	12:05-1:30		
11 0											
11 10											
11 20											
11 30											
11 40		D (45 min) 11:10-11:55	D (45 min) 11:10-11:55	Chapel (40 min) 11:35-12:15	F (30 min) 11:05-11:30	D (45 min) 11:15-12:00	C (40 min) 10:50-11:30	F (30 min) 11:05-11:30	ES Recess		
11 50											
12 0											
12 10											
12 20											
12 30		E/LUNCH (50 min) 11:55-12:45	E/LUNCH (45 min) 11:55-12:40	E/LUNCH (45 min) 12:15-1:00	G (30 min) 12:05-12:30	E (45 min) 12:05-12:50	D (40 min) 11:35-12:15	G (30 min) 11:35-12:00	1:50-3:10		
12 40											
12 50											
1 0											
1 10											
1 20		F (45 min) 12:45-1:30	F (45 min) 12:45-1:30	F (40 min) 1:00-1:40	LUNCH 12:35-1:00 OPTIONAL	F/Lunch (40 min) 12:50-1:30	E (40 min) 12:20-1:00	LUNCH 12:35-1:00 OPTIONAL	KICs (Mon, Wed, Thurs, Fri) Optional 3:15-3:50		
1 30											
1 40											
1 50											
2 0											
2 10		G (45 min) 1:35-2:20	G (45 min) 1:35-2:20	G (40 min) 1:45-2:25		G (45 min) 1:35-2:20	G (45 min) 1:45-2:25				
2 20											
2 30											
2 40											
2 50											
3 0		H (45 min) 2:25-3:10	H (45 min) 2:25-3:10	H (40 min) 2:30-3:10		H (45 min) 2:25-3:10	H (40 min) 2:30-3:10				
3 10											
3 20											
3 30											
3 40											
3 50		X Block (Mon, Wed, Thurs, Fri) Optional 3:15-3:50				X Block (Mon, Wed, Thurs, Fri) Optional 3:15-3:50					

Parents' Rights and Responsibilities Code of Conduct



Dalat International School expects that all adults engage in safe, supportive, and respectful interactions with children at all times. We believe that parents are valuable contributors and participants in the life of our school. The following guidelines outline the way in which our community expects all parents to conduct themselves when visiting our school, participating in school activities, and communicating with members of our school community. (Our guidelines apply to all adults including parents, guardians, step-parents, grandparents, extended family, babysitters. For convenience, the term “parents” will be used.)

Parent Rights

- To participate in their children’s learning by being informed and being listened to.
- To be treated with courtesy and without discrimination.
- To expect confidentiality and privacy.
- To expect an environment which offers safety.
- To expect that access to support services is available for their child when needed.

Parent Responsibilities

- To take an active interest in their children’s academic lives; to convey concerns and inform staff of any circumstances that could affect their child during the school day.
- To treat with respect and courtesy all members of the school community; to promote such attitudes in their children.
- To express their ideas to the appropriate personnel; to respond to communications and publications from the school; to accept decisions made by the school administration.
- To maintain confidentiality and privacy.
- To encourage their children to maintain personal safety and be safe towards others.
- To inform the school of their child’s particular needs and assist with necessary documentation and consult with support services in creating an appropriate academic plan.

Parents' Rights and Responsibilities Code of Conduct (cont.)



Participation in School Life

- Parents are welcome on campus during the school day (8:15-3:10) to participate in scheduled activities only. This includes PTO, Bible studies, Moms In Prayer, attending chapels, etc. Parents should leave campus once the event is complete.
 - While on campus, parents should avoid the classroom areas of campus and refrain from peeking in the windows. Likewise, parents should not take pictures of students unless it is during a performance.
 - After school (3:10-5:30) parents are welcome on campus and may bring friends or relatives to attend school activities and meet people while actively supervising their child. However, all visitors must check in with the guards and wear a visitor badge.
 - Parents should inform teachers (or teacher assistants) when observing student misbehavior at school. A parent should not correct another person's child except in the instances when there is a request to supervise that child before/after school or if there is immediate danger and not intervening would harm the child.
- Parents should respect and abide by child safety guidelines and emergency procedures established by the school. At no time should a parent be meeting with another person's child in a secluded location or in a classroom without another adult present.
 - Parents should accept the authority of the classroom teacher when visiting classrooms or participating in a class outing, field trip, activity, or event.
 - Parents should be mindful of classroom hours and teachers' time, taking care not to expect immediate phone or email response especially outside normal working hours or during school holidays.

Expectations for Communication

- To use courteous and acceptable written and spoken language in all communications with students, staff, and other parents and members of the school community. Profane, insulting, harassing, aggressive, or otherwise offensive language will not be tolerated.
- To act in the best interests of students, their families, and staff members and to refrain from malicious or judgmental gossip, ensuring that anything said about others is fair and truthful.
- To abstain from actions and behavior that constitutes harassment, discrimination, or vilification, including abusive or threatening emails, text/voicemail/phone messages, or other written communication.
- To respect the privacy of other parents' email addresses and not send or forward unsolicited emails or "spam" to school parents. Parents will not forward other parents' email addresses without their permission. Parents provide their email address to the school in order to receive communications from the school about school-related matters and their child. The school will not give out the email address of parents to other parents without permission.
- To abide by the school's communication expectations by sending email or other communication that is void of solicitation and inflammatory or politically/religiously offensive content.
- To avoid any defamatory, humiliating, offensive, or derogatory comments regarding the school or any of the students/parents/staff at the school on Facebook or other social sites. Any concerns about the school must be made through the appropriate channels by speaking to the classroom teacher, the principal, or head of school so that such matters can be dealt with fairly, appropriately, and effectively for all concerned.

For information about fundraising at Dalat, see the Fundraising Policy section under "General Guidelines."

Curriculum and Instruction

KICs (Kids Interest Clubs)

Grades 1 to 4 — 3:15 to 3:50 p.m.
Monday, Wednesday–Friday

MS X Blocks

(may be optional or required)
Grades 5 to 8 — 3:15 to 3:50 p.m.
Monday, Wednesday–Friday.

HS X Blocks

(may be optional or required)
Grades 9 to 12 — 3:15 to 3:50 p.m.
every day



For a complete description of grade-level and course curriculum at Dalat International School, please refer to the Dalat Curriculum section of the school website (www.dalat.org).

Elementary School

In kindergarten through Grade 4, an emphasis is placed on language arts in English (reading, handwriting, vocabulary, grammar, composition, and spelling), mathematics, social studies/history, science, and Bible. Elementary students also participate in weekly classes taught by specialists in the areas of music, art, computer, library, physical education, and Bahasa Malaysia.

An after-school club program (Kids Interest Clubs [KICs]) is offered for students in Grades 1–4 Monday and Wednesday to Friday from 3:10 to 3:50 p.m. Students may choose from a variety of adult-sponsored activities each quarter. There are no KICs on Tuesdays.

A snack is provided at afternoon recess each day for elementary children for a semester fee. If you prefer to send a snack from home for the semester, this can be indicated in PowerSchool, and your account will not be charged. Students in the elementary are not allowed to chew gum during the school day.

Middle School

Grades 5–8 are considered middle school. This program reflects a gradual transition from the self-contained classroom to the high school format. A basic core of language arts, mathematics, social studies, science, and Bible are taken daily. In addition, students take classes in technology, art, physical education, and band (Grades 6–8) each year.

Students in Grades 6–8 are placed in Student Advisory Teams (SATs). These teams meet for 15 minutes at the beginning of each day to participate in a variety of team-building activities and learn self-management skills.

High School

Dalat International School offers an American-style, university-preparatory curriculum. All classes, except modern languages, are taught in English. Grade 9 and 10 students are expected to enroll in seven classes. To progress to the next grade level, a student must earn a minimum number of credits (see High School Academics for further explanation).

At the End of the Day

KICs (Kids Interest Clubs) Grades 1–4

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

X Blocks Grades 5–8

Optional X block clubs are offered Monday, Wednesday, Thursday, and Friday from 3:15 to 3:50 p.m. These may include sports, arts, music, games, drama, and other subjects that do not fit into the regular school day. Clubs are offered by teachers each quarter. Students sign up for X Blocks during the school day at the beginning of each quarter. Supervised study halls are also available Monday through Thursday during X Block, both in a classroom and in a computer lab. Any middle school student may attend study hall to work on homework. X Block study hall may be required for some students, including those on academic probation and those with low grades.

X Block (eXtracurricular) Grades 9–12

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

Academic Expectations

English

must be spoken
at all times during the
school day from
8:20 a.m. to
3:50 p.m.



Classes

Students are to arrive on time and be prepared for daily classes. Proper respect for the teacher, classmates, and the school is expected at all times, and students are expected to obey individual teachers' classroom rules. Students who are disrespectful to teachers or fellow students will be subject to disciplinary action. Students who do not follow the instructions of their teachers may be sent to the principal's office.

Dalat believes that the time spent in class is crucial to a student's learning and development. For that reason, we encourage students to get enough sleep at night to be fully alert during class. If a student does fall asleep during class, the teacher will wake him or her and warn the student to stay awake and may ask him or her to stand.

Field Trips and School-Sponsored Trips and Activities

Teachers may plan field trips to enhance and expand the learning that takes place in the classroom. Requests for field trips are approved by the principal, and the teacher will send home notifications to parents. Parents should inform the teacher if they do not want their student to attend any trip. In elementary and middle school, permission forms will be sent home for each trip. In high school, one annual field trip permission form will be sent home for all parents to sign. High school field trips will not be planned for the last two weeks of the semester.

While on field trips and school-sponsored trips and activities, students are expected to adhere to Dalat International School behavior guidelines and dress code.

Guidelines for overnight school-sponsored activities include the following:

- A signed parent permission form with emergency contact information and basic medical information will be required for each student. The supervising staff member will provide students with a packing list.
- If the activity involves boys and girls, supervision will be required by both a male and a female staff member (in some cases, three or more adults may be asked to help).
- For overnight activities, girls and boys must sleep in separate rooms and use separate bathrooms/changing rooms.
- Students who need to leave the activity early must have a parent inform a supervising staff member and subsequently pick the student up directly from a supervising staff member.
- Students will be expected to adhere to a curfew, and at no time should boys be in the girls' room(s) and vice versa.
- Violations of the guidelines will result in the student being sent home at the parents' expense.

Chapel

Chapel is held weekly for all students. Chapel programs are under the direction of the spiritual life director, administrators, and teachers. Students have the opportunity to worship, listen to special speakers, learn Bible stories and lessons, and present dramas or skits dealing with biblical truths. Students must be on time, attentive, and listen respectfully. Chapel attendance is mandatory for all students at Dalat. Parents are welcome to attend.

English as an Additional Language

Students receive classroom instruction in English. Reasonable achievement expectations must be met to protect both the child and the learning environment. EAL (English as an Additional Language) support is offered in Grades K–8.

- All EAL students enter the program on one-year probation and should demonstrate willingness and ability to learn. Regular evaluation takes place to measure progress.
- All EAL students are expected to make reasonable progress in their English and must pass progress tests to graduate into Grades 5 and 9.
- EAL students with learning disabilities may not be allowed to continue at Dalat and may be recommended to pursue learning in their native language.
- Some students may need the support of a tutor at home.

EAL students are expected to remain in the program for at least one year and to achieve grade-level proficiency within three years. Students graduate out of the program based on teacher recommendation and standardized test results.

English-Only Campus

An exciting aspect of Dalat is that the student body represents many different countries and cultures from around the world. English is the language of instruction, and students are expected to speak **English only** during the entire school day or while involved in school activities. The use of another language can be exclusionary to students who do not speak the second language and can discourage the growth of community among our students.

- On school days between 8:20 a.m. and 3:50 p.m. students must speak English inside and outside of class. Permission is required to speak a language other than English, for example, when helping another student, when students cannot understand what is being said.
- A “language offense” is defined as conversational use of a language other than English involving more than a sentence rather than simply a word or phrase.
- Language offenses are recorded in PowerSchool and tallied with tardies.

Grading Practices

Report cards are issued at the end of each semester. High school semester grades are calculated using 90% from their semester grade and 10% from the final semester exam/project grade, unless the course has a final project instead of final exam. Parents of middle and high school students are encouraged to regularly check their student’s progress through PowerSchool.

Elementary uses standards-based grading practices that are age-specific and follow the developmental needs of each grade level.



Middle and high school grades are awarded as follows:

Numeric	Letter	Grade -Point Average
93–100	A	4.0
90–92	A–	3.7
87–89	B+	3.3
83–86	B	3.0
80–82	B–	2.7
77–79	C+	2.3
73–76	C	2.0
70–72	C–	1.7
67–69	D+	1.3
63–66	D	1.0
60–62	D–	0.7
0–59	F	0

Cumulative grade-point average (GPA) is calculated using semester grades.

Report Cards

In the high school, students’ grades are collected and recorded two times a year, at the end of each semester. The middle school runs on a quarter system in which students’ grades are collected and recorded four times a year. Student progress and achievement are measured by daily work, tests, long-range projects, class participation, and teacher observation. Parents may access student grades on PowerSchool for middle and high school students. In elementary school, the quarter system is used in recording student progress. Report cards for elementary, middle, and high school will be available as PDF files on PowerSchool at the end of reporting times. Parents may choose to print report cards from home.

Academic Expectations (cont.)

Incomplete Grade

A middle school teacher may give a student an “incomplete” grade (I) at the end of the first, second, or third quarter if he or she fails to complete the necessary class assignment(s). It is the responsibility of the student to determine what needs to be taken care of in order to receive a grade. Upon completion of the work, the course instructor will notify the school office of the grade. Incomplete work must be made up within three weeks of the final day of the quarter in which the work was incomplete. If a student fails to make up work, a quarter grade will be figured with no credit for missed work.

Retention

If it seems advantageous to the student’s future, retention will be recommended to parents. The notification of low academic achievement should be indicated to the parent well in advance of a recommendation for retention, preferably in a face-to-face meeting such as parent-teacher conferences. The recommendation should only be done after careful consideration and consultation with the Learning Support teacher, counselor, other relevant staff personnel, and the principal. The final determination for grade placement will be made by the principal.

Social Promotion

Social promotion is a possibility in the case of students whose ability is low. This is done when parents, teachers, and school administration feel that it would be advantageous to the student’s future and will not excessively hinder the balance of the class. It is carried through only when there is indicated effort on the part of the student to be cooperative and where he or she is striving to do his or her best. This may also be applicable in situations where the student has a documented learning disability and retention is counterproductive.

If a student has not achieved adequate academic achievement due to maturation, fundamental skills, and/or work ethic, an evaluation will take place. The teacher, Learning Support teacher, counselor, and/or parents may make a request for an evaluation by an outside specialist. The evaluation will be reviewed by the principal in consultation with the teacher, Learning Support teacher, and counselor.

Acceleration

After a student has been admitted and school personnel find that acceleration may be beneficial and/or parents request a higher grade level placement, the following guidelines should be followed.

To be eligible for acceleration, the student should meet the following conditions:

- evidence of social and emotional maturity
- excellent grades in mainstream classes in middle and high school and superior performance in elementary school
- standardized test scores with grade equivalency of two (2) years above grade level (according to Dalat averages) or more
- exemplary attendance

The procedure for acceleration should be as follows:

- The classroom teacher and/or counselor should approach the principal with the suggestion for grade-level assessment. The parent may also make a direct appeal to the principal for acceleration or contest the original grade placement.
- The principal will solicit input from all of the student’s teachers regarding academic achievement and maturity.
- The principal will evaluate the student’s grades, standardized test results, and attendance.
- With the assistance of the teachers and the counselor, the principal will evaluate whether acceleration would benefit the student academically, socially, and emotionally.
- The principal and counselor will meet with the parents to finalize the student’s grade placement. The registrar, office secretary, and teachers will be informed of the decision.
- If there is a dispute about grade placement, the final decision rests with the Senior Leadership Team.



Middle and High School Final Exams

Final exams are such an integral and important part of each course that it is the school's policy that they be taken only during regularly scheduled times. Requests for exceptions to the school's policy must be made in writing to the principal six weeks before the start of exams. In rare cases, approval may be granted by the Senior Leadership Team. Please note that the cost of flight tickets and/or a desire to attend family events are generally not considered exceptional circumstances and will not result in an approved exemption. Please talk with the principal before making any travel arrangements, as you may be forced to rebook tickets at your expense. Failure to provide proper notification will result in a score of zero (0) for a missed exam.

During the fourth quarter, students in Grade 8 will have a final exam in each core subject worth 10% of the fourth-quarter grade. Material for the final exam will be cumulative for third and fourth quarters.

High school final exams/final projects will be given in all core courses, and most elective courses, at the end of each semester. The grade received for the final exam/final project will be 10% of the semester grade. Two exam review days will be designated prior to the beginning of exams. During exam review days, no new material can be presented and no projects, papers, tests, quizzes, etc., will be given. Exams will be taken in the morning over a period of four days. Teachers of AP classes may elect to not give a final exam after the administration of the AP exam.

Senior Exam Exemption

If a senior has earned a 90% average or above in a second semester course, he or she may choose not to take the second semester final exam in that course. This does not apply to classes that finish with a project.

Quarter (Middle School)

Four times a year
Nine weeks long

Semester (High School)

Two times a year
Eighteen weeks long

School Year

Thirty-six weeks long
Includes two semesters or four quarters

School Supplies and Care of Textbooks

Elementary students are provided with all required amounts of paper, notebooks, pencils, erasers, crayons, ruler, and glue. Middle and high school students are required to purchase their own school supplies. Teachers may require students purchase additional supplies for specific classes. High school students may be requested to purchase apps and digital textbooks.

All middle school students will be provided with an agenda for the school year. Students are expected to use their agenda to write down all homework assignments and should carry it to every class. Middle school students are also given an expandable file folder that they are expected to use to store assignments and homework.

Scientific calculators are required of students in Grades 9–12. These calculators should be able to perform at least five basic functions — scientific notation, pi, square root, powers, and parentheses. Students in advanced math courses may be required to purchase graphing calculators.

A student will be assessed a fine if the textbook they are assigned is damaged or lost. The amount of the fine will be determined by the teacher and/or principal based on the cost of replacement. If students wish to borrow a textbook during the school break, they must request to do so from the library and make a deposit of RM100 to the school's finance office.

After-School Help

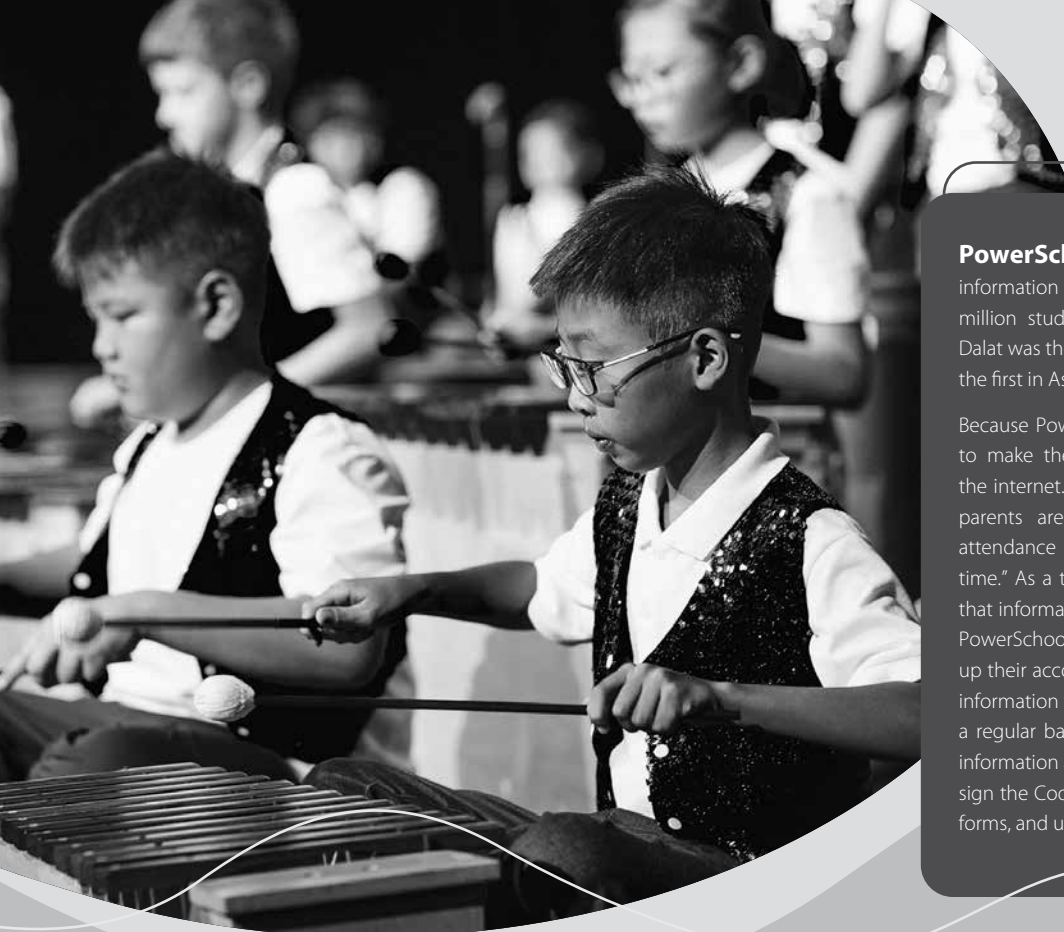
If a student has questions or difficulties with a subject, after-school help with the teacher is usually available until 4 p.m. or by appointment.

Homework

The purpose of homework is to promote academic achievement. Homework should not only be an extension of a student's school day. Instead, it should complement the student's academic experience. Dalat International School defines homework as meaningful and quality work assigned to students that is intended to be completed during non-instructional hours. Homework helps develop skills necessary for lifelong learning, including self-discipline, productive work habits, time management, organizational skills, and problem-solving skills.

There are three primary types of homework: practice, preparation, and extension. Practice assignments reinforce newly acquired skills. Preparation assignments help students get ready for activities that will occur in the classroom. Extension assignments are frequently long-term continuing projects that parallel class work.

A reasonable amount of disciplined academic work outside the classroom will be expected by teachers. The amount may vary according to the subject and the needs of the student. Please remember that on different days the level of homework will vary. The total amount of homework assigned should depend on the grade level of the student and the number and type of courses in which the student is enrolled. The amount of homework normally increases as students progress through school.



PowerSchool is the leading web-based student information system for K–12 schools used by 45 million students in over 80 countries worldwide. Dalat was the third international school in the world, the first in Asia, to use PowerSchool.

Because PowerSchool is web-based, it allows Dalat to make the information available to parents via the internet. Through a secure login and password, parents are able to access current grade and attendance information for their children in “real time.” As a teacher enters an assignment or grade, that information is immediately available to parents. PowerSchool also makes it possible for parents to set up their account to generate grade and attendance information to be automatically emailed to them on a regular basis. Parents are asked to enter medical information about their child, select a meal program, sign the Code of Conduct and Field Trip Permission forms, and update personal information.

Academic Expectations (cont.)

Students should be sure assignments are recorded in an agenda on a daily basis. All students are expected to complete homework on their own and to the best of their ability and submit assignments by the due date.

To maximize study time, students can do the following:

- Have a study area with sufficient space that is comfortable, well lit, and with minimal distractions.
- Be sure to have all the resource materials needed.
- Start assignments with a positive attitude.
- Keep track of dates for projects and research papers using an agenda.
- Determine when is the best time to study — before or after dinner, right after school, or later after resting.
- Reserve weekends for working on long-range projects. Plan ahead, don’t cram one huge project into the weekend (or night!) before it’s due.

How can parents get involved?

- Understand that homework is part of the course and provides an enrichment opportunity for your child to stimulate creative, logical, and critical thought.
- Share any concerns you may have regarding the amount or type of homework assigned with your child’s teacher.
- Encourage your child to take notes concerning homework assignments in case questions arise later at home.
- Provide a suitable study area and the necessary tools to complete the homework assignments.

- Limit after-school activities to allow time for both homework and family activities.
- Set television viewing, computer games, and homework time with your child. Allow for free time when assignments are completed.
- If questions arise about the assignment, and your child asks for help, ask him or her questions or work through an example rather than simply providing the answer or doing the work for them.
- Younger children need more parental assistance with homework than older children. Go over homework assignments with your child, but do not do the work for them. Do several problems or questions together, and then observe your child doing the next few.
- Ask to look at homework once it has been marked and returned.
- Ask your child’s teacher about his/her homework policy.

Middle school and high school students who have difficulty completing and turning in homework may be required to complete their assignments during X block study halls. These students will not have the privilege of choosing their own X block clubs.

Grade Level	Approximate amount of daily homework
5-8	15 min./day per academic class
9-10	20–30 min./day per academic class
11-12	25–35 min./day per academic class

Length of Papers

Following is a list of the maximum number of pages a teacher may require for a research project.

Some assignments will take much longer than these daily allotments. For assignments that will take longer than the daily allotted times, teachers are asked to give extra notice on the due date. For example, in high school, an assignment that will take an hour to complete should have two nights to work on the task. This way a student can choose to do the whole assignment in one evening or can break it up into two half-hour segments.

It should be realized that a student striving to do his or her best, a student who has great difficulty grasping the subject matter, or a student with poor study habits who does not use his or her time in school efficiently may take a longer time with their assignments. If you have concerns about the amount of time your child is spending on homework, please contact the teacher.

Grade Level	Max. Length
5-7	5 pages
8	6 pages
9	8 pages
10	10 pages
11-12	12 pages

Elementary Homework Policy

Children in preschool 3 and 4 have no homework. Parents are strongly recommended to read to their child every night. Children in kindergarten and Grades 1–2 have homework Monday through Thursday. They will be expected to review spelling words and their Bible memory verse nightly. Children are also expected to read every night, and they may have RAZ work (including online or paper book, with or without quiz), which should take approximately 10–15 minutes in total. Nightly math homework may take approximately 10–15 minutes. Children in Grades 3–4 have homework Monday through Thursday. They will be expected to review spelling words and their Bible memory verse nightly. Children will have nightly reading expectations that may include RAZ (online or paper book, with or without quiz) or other books as assigned, which should take approximately 20–30 minutes. Math homework may take approximately 15–20 minutes. No other subjects will be sent home for homework.

Elementary children will not have homework on the weekends except for reading. Projects will not be sent home as homework but will be worked on in class. The total amount of homework for children in kindergarten, Grade 1, and Grade 2 should not exceed one hour. Homework for children in Grades 3–4 should not exceed 1½ hours. (Approximate homework time is for the average student. Some students will work more quickly and finish in less time. Students who are learning English or who have learning challenges may take longer to complete their homework.) If you have concerns regarding the amount of time it takes your child to complete homework, or the amount of homework your child has, please speak to your child's teacher.

Academic Guidance and Academic Probation

Middle School

Students who earn two or more D's (Below 70%) and/ or one F in one or more academic classes will be placed on Academic Guidance at the conclusion of any quarter. The following are requirements for students while on Academic Guidance.

- Students will meet weekly with an assigned counselor or supervisor to review academic progress.
- Students may not be eligible to participate on sports teams for the quarter.
- Students will be assigned to study hall or academic support class during X blocks Monday, Wednesday-Friday.
- If a student shows significant academic improvement by mid-quarter, exceptions may be made by the Student Support Team and approved by the middle school principal to allow participation in some activities and to be removed from Academic Guidance.

A student who remains on Academic Guidance for two or more quarters within a school year needs additional support. This may include:

- A student may be referred to Learning Support for intervention and testing.
- A student may also be moved to Academic Probation the next quarter if no progress has been made and an underlying learning issue has not been identified.

A student on Academic Probation:

- All four X-block periods will be assigned for academic support or study hall.
- Parents may be asked to hire a professional tutor for further review of concepts.
- A student will not be eligible to participate in extracurricular activities.
- A student who remains on Academic Probation for four or more quarters may be placed on General Probation, which may lead to being asked to withdraw from Dalat.

Students who have identified additional needs such as EA and learning difficulties, or are enrolled in the Learning Support Program need individual responses to academic difficulty. Their current supports will be reviewed by the Student Services Team (includes Learning Support, EAL, counselor, and Principal.)

High School

Level 1 Academic Guidance

Students with a grade below 70% for four weeks in a semester (may be non-consecutive) will be placed on Level 1 Academic Guidance. Finishing the semester with a failing grade in a class will result in placement on Academic Guidance Level 1 as well. This is designed as a restorative tool to help students who, for whatever reason, are not achieving a minimum level of academic success in their classes.

Academic Expectations (cont.)

Students on Level 1 Academic Guidance who continue to struggle and have a grade below 70% for four more weeks (may be non-consecutive) will be moved to Level 2 Academic Guidance. Level 2 Academic Guidance students who maintain all grades at or above 70% for four consecutive weeks may be moved back up to Level 1 Academic Guidance. Those Level 1 Academic Guidance students who maintain all grades at or above 70% for four consecutive weeks may then be removed from Academic Guidance altogether. Students on Academic Guidance Level 2 for more than 8 consecutive weeks may be placed on general probation and may incur further sanctions.

During Level 1 Academic Guidance, students are expected to show progress improving their academic performance. Academic Guidance will have the following requirements in the high school:

- Students will meet weekly with an assigned counselor to review academic progress. If that student's grades remain in academic guidance levels for four weeks (may be non consecutive), he/she will be dropped from the team or activity for the remainder of the season and may not sign up for any other extracurricular activities for the remainder of that season.
- Students without a study hall may be removed from an elective and placed in a study hall.
- Students will be assigned to the Guidance Department office during all study halls (juniors and seniors lose open campus privileges).
- Seniors on Academic Guidance will lose off-campus lunch privileges.
- In addition, some students may be assigned specific X Block classes to help improve their academic performance.
- Failure to meet these expectations will move the student to Level 2 academic probation.



Level 2 Academic Probation

During Level 2 Academic Probation, students are expected to show progress improving their academic performance. Academic probation will have the following consequences in the high school:

- Students will meet weekly with an assigned counselor to review academic progress.
- Students will not be eligible to participate in extracurriculars* until the academic probation is lifted.
- Students will be assigned to the Guidance Department office during all study halls (juniors and seniors lose open campus).
- Students without a study hall may be removed from an elective and placed in a study hall.
- Seniors on academic probation will lose off-campus lunch privileges.
- Students will be assigned up to five X block study halls to help improve their academic performance.
- Students may receive a referral to Learning Support.
- Students on Level 2 Academic Probation for more than eight consecutive weeks may be placed on general probation and may incur further sanctions. Sanctions may include a request to withdraw from school if, in the opinion of the school, the student is not attempting to improve their academic standing to a point that they would be released from academic probation.

* Extracurricular activities include but are not limited to sport teams, drama, extracurricular music ensembles, or forensics.

No-Fly List

In high school, students may be placed on the No-Fly List if they miss an assignment due date or need to redo work. This list serves as a way to communicate the need to prioritize class work and learn to meet deadlines. As soon as the work is completed, students may be taken off of the list by the assigning teacher.

The following describes the consequences of being put on the No-Fly List.

- No off-campus lunch — Seniors may not leave campus.
- X blocks — Students must attend X block study hall to work on their late assignment.
 - This restriction will include assigned X blocks such as working in the junior class store or attending class officer meetings (Student Government or junior/senior class). Students will still be allowed/expected to attend class extension X blocks (e.g., AP classes or online class meeting times).
- Sports — Might not be able to participate in any practices or games.
- Extracurricular activities — Students might not be able to participate in extracurricular activities.
- Weight room/The Wreck — Students might not be able to use the weight room/The Wreck.
- Clubs - Students might not be able to participate in any club activities.

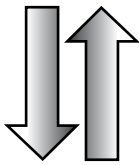
ACADEMIC PROBATION

AP indicates poor grades in a class



**CLEAR
SAILING**

4 weeks AP
with grade is
below a 70%



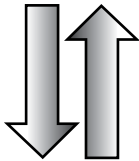
4 consecutive
weeks with grade
above 70%

AG LEVEL 1



Finishing
semester
with a
grade
below 70%

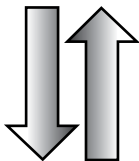
4 weeks AP
with grade is
below a 70%



4 consecutive
weeks with grade
above 70%

AP LEVEL 2

4 weeks AP
with grade is
below a 70%



4 consecutive
weeks with grade
above 70%

**GENERAL
PROBATION**

NO-FLY LIST (NFL)

The NFL is used for missing/late work



**CLEAR
SAILING**

15 days on
the NFL in
semester



15 days
consecutive
off the NFL

**LOSS OF ALL
ACTIVITY
PRIVILEGES**

AG = (Academic Guidance)

AG LEVEL 1

- Meet weekly with counselor
- Loss of open campus study halls
- Loss of off campus lunch for seniors
- Possible assigned X block classes

AP LEVEL 2

- Meet weekly with counselor
- Loss of open campus study halls
- Loss of off campus lunch for seniors
- Possible assigned X block classes
- No participation in any extracurricular activities (sports, club, school trips, etc.)

GENERAL PROBATION

See handbook for details

Academic Expectations (cont.)



MAP Testing (Measures of Academic Progress)

More than 3,400 school districts and educational partners use MAP mathematics, reading, language usage, and science tests to help all students learn. These assessments are unique in that they adapt to each student's ability, accurately measuring what a child knows and needs to learn. In addition, MAP tests measure academic growth over time, independent of grade level or age.

Most importantly, the results educators receive have practical application to teaching and learning. MAP test results provide educators with timely information that guides instructional planning and school improvement.

For more information, go to www.nwea.org/assessments/map.asp.

Standardized Testing

The school uses standardized testing to evaluate and improve curriculum. Standardized testing may also be used to help colleges and universities evaluate a student's college readiness. During the school year the following standardized tests are administered at Dalat:

- **Measures of Academic Progress (MAP)** are administered to all students in Grades K–10 two to three times during the school year. Assessment measures academic growth in mathematics, reading, language usage, and science. The results help teachers determine individual and class needs as well as improve instruction.
- **Preliminary Scholastic Aptitude Test (PSAT)** is administered to all students in Grades 10–11 during the school day in mid to late October, depending on the timing of fall break. The PSAT measures mathematics, reading, and language usage, and serves as a practice test for the SAT. Students in Grade 11 who are U.S. citizens may be eligible for scholarships through the National Merit Scholarship program (NMSQT). Only currently enrolled Dalat students and students enrolled in DLRC may sit for the exam, and the HS counselor will register students. Homeschooled students in DLRC will be charged an administration fee. For more information, visit the web page at <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10>. Students are responsible for the cost of the test, and the test fee will be charged to school accounts (approximately US\$20).
- **Scholastic Aptitude Test (SAT)** is a widely recognized entrance exam for college and university admission in the U.S. and around the world. The SAT measures mathematics, reading, and language usage, with an optional writing portion. Students must register and pay for the exam online. The exam is taken by students in Grades 11–12 and is offered Saturday morning four or five times a year. Check the school calendar for dates of on-campus exams. For more information, consult the web page at <https://collegereadiness.collegeboard.org/>.
- **American College Test (ACT)** is a standardized test and college readiness assessment for high school achievement and college admissions which measures mathematics, reading, language usage, science, with an optional writing portion. Students must register and pay for the exam online. The exam (computer-based only) is taken by students in Grades 11–12 and is offered Saturday morning three or four times a year. Check the school calendar for dates of on-campus exams. For more information, consult the web page at <http://www.act.org>.
- **The College-Level Examination Program (CLEP)** allows students to receive college credit for courses done in high school. Developed by the College Board, CLEP is the most widely accepted credit-by-examination program available at more than 2,900 colleges and universities in the United States. At Dalat, students may be allowed to take a CLEP exam to show college-level proficiency. Some courses may use the CLEP to qualify for enrollment in an advanced level class or in-place of the final exam. Students interested in this option should speak to the class teacher and then make arrangements with the CLEP coordinator. Most colleges and universities in the U.S. will have information related to CLEP on their websites including a list of accepted exams and required scores. Students should make sure in advance that the college or university to which they are applying will accept a particular CLEP for credit.

Academic Honesty

All students need to be aware of the importance of academic honesty. Questions regarding academic honesty, what is acceptable/permissible, should be directed to the teacher. Ignorance is not an acceptable excuse.

Common forms of plagiarism and academic dishonesty:

- **Plagiarism** — the use of another person's ideas, expressions, or writing as if they are your own.
- **Copying verbatim** — words, expressions, or ideas copied directly from another source (e.g., book, article, lab report) should be in quotation marks and cited. Quotations should be precise.
- **Paraphrasing** — using ideas from a source and rewriting them in your own words without citing the source. Incomplete or partial paraphrasing is also plagiarism as it uses the author's words dishonestly.
- **Use of an idea** — the adaptation of an idea from another source without giving proper credit. (e.g., when asked to write a short story, you borrow an idea from a TV program, video, article, classmate).
- **Sharing ideas in test situations** — such as take-home exams, asking/telling students what is on a test/quiz via verbal, written, and/or electronic means.
- **Cheating on tests and quizzes** — for example, bringing answers into the test room, copying from another student, and unauthorized use of notes or technology.
- **Copying homework** — this includes allowing a student to copy from your work or doing the work for them or telling answers verbatim.
- **Taking credit for work you didn't do** — not acknowledging assistance from a parent, friend, tutor (plagiarism). Students should not submit any of their own work from a previous assignment without permission.
- **Working with others on an assignment that is expected to be done individually.** When in doubt, a student should assume work should be done individually unless the teacher indicates otherwise.

Documentation of Sources

All high school students are expected to document the sources they use with MLA parenthetical references (within the body of the text) and a "works cited" list at the end of research papers.

In an effort to teach Dalat students about the dangers of plagiarism, teachers may request that students submit papers through Grammarly.com to produce a Grammarly Report. This details matches between the paper and sources to indicate possible plagiarism, allowing educators to spend time addressing plagiarism's causes rather than searching for it. Plagiarism is considered academic dishonesty and will be treated as such.

Copying School Work

Students who allow someone to copy their homework/assignment face the same disciplinary consequences as the student who did the copying.

Discipline for Academic Dishonesty

All cases of academic dishonesty should be reported to the principal.

Middle School

- | | |
|----------------|--|
| First Offense | Parents are contacted and apprised of the incident. Students will be required to redo the assignment for a grade. Students will also serve a detention as a consequence. |
| Second Offense | Students are tasked with completing the Academic Honesty coursework online and may not attend other classes until this is completed. Students are assigned an in-school suspension. This will be counted as an in-school suspension for attendance purposes. The work in question will be resubmitted by the student after the Academic Honesty course is completed. |
| Third Offense | Students are brought before the head of school for the possibility of general probation, class withdrawal (with a failing grade), or expulsion. |

High School

- | | |
|----------------|--|
| First Offense | Parents are contacted and apprised of the incident. Students will be required to redo the assignment for a grade. Students are tasked with completing the Academic Honesty coursework class and may not continue in any of their other coursework until this is completed. This course demonstrates that they understand what plagiarism is and how to avoid it. |
| Second Offense | Students are assigned an in-school suspension. The work in question will be resubmitted by the student after they have written a paper that is appropriately researched and cited about plagiarism. They will not be allowed to attend any further classes until the make-up work is done correctly and resubmitted. |
| Third Offense | Students are brought before the head of school for the possibility of general probation, class withdrawal (with a failing grade), or expulsion. |

For more information regarding HS academics, refer to the HS section near the end of the handbook.

Student Recognition

National Honor Society

Dalat International School is an internationally recognized branch of the National Honor Society (NHS). Dalat has been a member of the NHS since 1967.

Dalat Junior Honor Society

Dalat International School has established its own Junior Honor Society (DJHS), which is not an internationally recognized branch of the National Honor Society (NHS).

Elementary Recognition

To help promote good character and conduct, the elementary school has adopted the Character First curriculum which consists of 22 moral attributes. Every month, one of the twenty-two character qualities is the theme in chapels, in classes, and for after-school activities. Students who excel in the designated character trait are awarded in chapel. Likewise, students who exemplify the school's yearly theme are also recognized by receiving a token commending their exemplary work or behavior.

Middle School Awards

Dalat Junior Honor Society

Middle school students in Grades 7 or 8 are eligible to apply for DJHS if they have a cumulative average of 93% or higher in core classes (math, science, language arts, and social studies) from sixth grade to the time of application. Students must have a minimum of four quarters on record at Dalat in order to apply.

Students apply for DJHS by completing short essay responses to questions related to scholarship, leadership, citizenship, service, and character. All applications are reviewed by the DJHS committee and presented to the middle school teachers for a vote.

Service

- puts service to others above self-interest: gives time, effort, talents for the class, school, community;
- performs committee or staff work;
- shows courtesy to teachers, other students, and visitors;
- represents the school in various kinds of competition.

Leadership

- takes constructive lead in classroom and school activities;
- promotes worthy and proper school activities;

- successfully holds school offices or positions of responsibility;
- positively influences others for good;
- shows initiative in his/her studies.

Character

- promptly meets individual pledges and responsibilities to the school;
- demonstrates highest standards of attitude toward honesty, reliability, fairness, tolerance (seeing others' point of view);
- cooperates in a willing spirit with school regulations concerning property, books, lockers, furniture, uniforms, etc.;
- upholds principles of morality and ethics.

Citizenship

- participates in school and/or community service;
- shows a positive attitude toward classmates, school, and community;
- displays an understanding and appreciation of civic responsibility;
- possesses strength of character and the courage to do what is right;
- promotes citizenship with his/her school or community through other activities.

Members who no longer meet the standards are removed from DJHS, usually after a warning.

Honors and Awards

The awards system has been designed to give due recognition to those students who achieve a measure of success at Dalat in a variety of areas. Award ceremonies are held once each semester. Awards are given in the areas of sports, fine arts, service, and academics.

Flagship Character Awards

The four awards are presented to one student in each grade level, each semester, for demonstrating character with excellence. The awards honor students for exceeding school expectations in the following areas: Scholarship, Citizenship, Relationship, and Discipleship. A complete description of the criteria for each area may be found under the Flagship and Student Outcome Statements section of this handbook.

Sportsmanship Award

This award is presented to one boy and one girl who are selected by the physical education staff in consultation with all athletic and intramural coaches in recognition of the following qualities: sportsmanship, participation in various sports/intramurals, athletic ability, and competitive spirit during the semester. This award will be presented each semester. A student can receive this award once each school year.

Course Award

Presented to an outstanding student in each course (core and special subjects) each semester. A student can receive this award once each school year.

High School Awards

Philosophy

The Dalat student Recognition & Awards program identifies and celebrates growth in the areas of academics, the arts, service, leadership, citizenship, discipleship, and athletics. The program draws a distinction between exemplars of significance and awards characterized by excellence and competition. The program seeks to both recognize and award in different areas.

For the program to be effective, the honors must be both desirable and meaningful, and students must be aware that they have accomplished something beyond the ordinary when the honor is given. To ensure this takes place, criteria have been established that are challenging yet attainable.

An effective recognition program is easy to understand. This section is intended to clearly define the criteria that will merit an award. The awards committee's desire is that student actions will follow that will lead them toward outstanding growth and achievement.

Honors Recognition Upon Graduation

The following honors are bestowed upon students who graduate with the requisite GPA, which is determined after the first semester of the senior year (Students who show a significant downward change of GPA in the final semester may be disqualified). Students are recognized with special colored cords during the Baccalaureate and Commencement Ceremonies.

- **Summa Cum Laude** — 3.90 GPA - Gold Cord
- **Magna Cum Laude** — 3.70 GPA - Silver Cord
- **Cum Laude** — 3.50 GPA - White Cord

Program Specifics — Plaque and Pin Program

The first time a Dalat high school student merits an honor, he or she will be given a plaque and a decorative pin along with a certificate indicating the achievement. Students who achieve additional honors receive a pin to mount on the original plaque and a certificate. The plaque will be displayed on campus for the duration of a student's attendance at Dalat. Plaques are given to students as a gift when they graduate or leave Dalat as memorabilia that captures some of the key moments from the HS experience.

Students that earn the same award more than once will earn stars that indicate the achievement rather than a new pin. The second time a student earns the same award, he or she will earn a bronze star; the third, a silver star; and the fourth, a gold star.



The Flagship pins, Eagle Award, and Program Awards are all recognized with pins that are slightly larger in size.

Flagship Exemplars

The four Dalat Flagships and their accompanying Student Outcome Statements (SOS) communicate the desired outcome of student development for all students that attend Dalat. Each year one student in each of the four Flagships is selected as an exemplar for both their growth in this area and the model that they are for others to follow.



Relationship Exemplar — Relationship Student Outcome Statements (SOS) are used to guide the senior class, which will nominate a student for this recommendation. The final decision for this selection rests with the class sponsors. The student will have the honor of addressing the class in a speech during graduation week.

Relationship Student Outcome Statements: Listening and giving feedback respectfully, being flexible and adaptable, participating well on a team, understanding other points of view, cooperating, treating others with empathy, valuing other cultures and generations, valuing and appreciating Malaysian culture, engaging in the Dalat community.



Discipleship Exemplar — Discipleship Student Outcome Statements (SOS) are used to guide the high school staff who nominate a student to the awards committee as the exemplar in this area. The student will have the honor of addressing their class, the staff, and the Dalat community in a speech given during graduation week.

High School Honor Roll

There are two levels:
Honor Roll (3.500 to 3.749) and
High Honor Roll (3.750 and above).
Students earning a D or F
in a semester are not eligible
for Honor Roll or High
Honor Roll.

Student Recognition (cont.)



Discipleship Student Outcome Statements: Seeking the truth, applying God's word, making decisions based on biblical truth, evaluating and articulating worldviews based on the Bible, showing gratitude, being teachable, pursuing a relationship with Christ, participating in mentoring, growing spiritually.



Scholarship Exemplar: Valedictorian — This is the highest academic award recognized by Dalat, and one or two recipients are chosen each year by the awards committee. Students receiving this award have merited Summa Cum Laude distinction and have earned multiple course awards. They maintained a rigorous course load and have stood apart from their peers for their achievements in scholarship and academics while remaining well-rounded in other activities and pursuits. The awards committee will use the Scholarship Student Outcome Statements (SOS) from the school Flagships as additional criteria for selecting the Valedictorian(s). The Valedictorian is given the honor of addressing their classmates in a speech at Commencement. They are also recognized with special medals during graduation week.

Scholarship Student Outcome Statements: Asking meaningful and relevant questions, creative expression through media and the arts, growth in reading, writing, and speaking skills, conveying ideas clearly, demonstrating a growth mindset and intellectual curiosity, being self-directed, thinking critically, taking initiative, overcoming setbacks, demonstrating effective time management, being an active listener, and demonstrating self-advocacy.



Citizenship Exemplar

An exemplar service recognition will be given to one student each year who has demonstrated consistent commitment to service during his or her tenure at Dalat. The awards committee will use the Citizenship Student Outcome Statements (SOS) to guide its selection for this award. The committee will also evaluate the student's service awards and involvement in service organizations. The student will have the honor of addressing the Dalat community in a speech given during graduation week.

Citizenship Student Outcome Statements: Showing respect for others, being generous with time, talent, and finances, putting God and others first, leading with positive choices, caring for creation, using technology appropriately, living a balanced and self-disciplined life, promoting social justice, exhibiting integrity, and resolving conflict effectively.



Eagle All-Around Award

The recipient of this award must have demonstrated excellence in at least three of the following award categories: Scholarship, Sports, Fine Arts, Service, and Leadership. Recipients are selected by a committee that includes the head of school, high school principal, residence life director, spiritual life director, athletic director, leadership coordinator, and the fine arts chairperson. Winners of the major awards also have their names engraved on special plaques that are displayed on campus permanently.

Program Recognition

The following program recognitions honor a top student who has excelled in each area. The recipient must demonstrate superior skill and exceptional commitment, and be a strong ambassador for the program. They recognize the contribution of the student over several years. Students are nominated by the chairperson of each discipline to the awards committee for final approval.

- Athletics (Male and Female)
- Band Director's Recognition
- Choir Director's Recognition
- Drama Director's Recognition
- Forensics Recognition
- Visual Arts Recognition



Other Recognition

Course Awards

Students nominated by their teacher as the most outstanding student in a course merit this award. Students are selected based on their grades earned, the quality of their participation, eagerness to learn, effort, benefit to classmates, and overall commitment to excellence in the class. Some courses may not have a nominee. Only one student may be selected per course unless there are two different teachers of two different sections of a class and a minimum of 15 students enrolled. In this case, the teachers may decide to recognize a second student. Online courses taught by Dalat instructors are eligible for this award, but online courses offered by other service providers are not.

Principal's Recognition

Students are honored by the principal for outstanding achievement, behavior, or unique accomplishment. These awards may be given to students throughout the school year at the principal's discretion for behavior that merits special note.

Honor Roll Awards

Students merit an award in academics by earning four honor roll points. Two points are earned for each semester on High Honor Roll. One point is earned for each semester on Honor Roll. Each subsequent four points will merit a star progressing from bronze to silver to gold.

National Honor Society

NHS members merit an award upon their induction into the society. Note that these awards and recognition will be given in a separate awards ceremony. NHS students are honored in Commencement exercises with a blue and gold cord worn around the neck.

Sports Awards

The following awards will be given after the completion of all sporting events and presented at the annual Varsity Sports Awards. Nominees must participate for the duration of the season and final tournament to be considered for awards. For additional information please see the *Sports Handbook*.

Team Individual Awards

Three individual awards will be given for each varsity team. Student-athletes are nominated by their respective varsity coaching staff and confirmed by the athletic director. Coaches may seek the input of their team members for nominations, but this is not required. Student-athletes must participate for the duration of the season and final tournament to be considered for team awards. Award recipients will receive an additional pin or star with the designations Most Improved Player (MIP), Sportsmanship Award (SA), and Most Valuable Player (MVP).

- **Most Improved Player:** Presented to the student-athlete that has shown the most improvement of skill and/or character over the course of the season. This might or might not show up on the scoresheet but can be seen in their overall contribution to the team.
- **Sportsmanship Award:** Presented to the student-athlete that has shown a consistent respect for competition, coaches, teammates, opponents, and officials. Encourages others through examples of Christlike character in the realm of sport.
- **Most Valuable Player:** Presented to the student-athlete that has provided the most valuable contribution and leadership throughout the season to the team's overall performance.



Student Recognition (cont.)



Athlete of the Year

Nominees are selected by their respective varsity coaching staff along with the input of the athletic director. The athletic director will submit the Male and Female of the Year finalists to the Awards Committee for final confirmation. Recipients will receive a plaque with the appropriate designation.

- **Athlete of the Year:** Given to a male and female athlete in Grades 10–12 that has participated in two or more sports and has shown excellence in their contribution to the athletic program over the course of their varsity career. This athlete must have shown leadership abilities on and off the field of play and demonstrated a Christlike example to their teammates.

Activity Recognition

For clubs or activities, the sponsors will make the final determination of merit considering a student's contribution to the group and overall participation. The criteria for recognition are listed on the document Activity Recognition Criteria and are determined by the activity sponsor with input from the high school principal. Where tracking of hours is a consideration, the responsibility for submitting hours of participation in a timely fashion is the sole responsibility of the student using "Track-It-Forward." For more information on "recordable hours," see the related instruction sheet, Recordable Hours Instructions.



Service Award

A Service Award is earned for 20 qualifying hours. The hours must be completed during the school calendar year. The exact cutoff date will vary from year to year but will be around mid-May. Service hours cannot carry forward from one year to the next. Service is defined as work completed either for Dalat or out in the community, done for the benefit of others, and receives no remuneration. Service hours must be completed outside of regular school hours. Work for class activities such as JSB or student government does not count toward this award. These hours are over and above the service graduation hour requirement, and hours counted for the community service graduation requirement do not count toward this award. Tracking student service hours will be done through "Track-It-Forward" and must be submitted within one week of completing the service.

Expectations of Personal Appearance

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

Guidelines for Modesty, Neatness, and Cleanliness

Dalat students are encouraged to send the best possible message with their dress and grooming standards. The following school definitions of modesty, neatness, and cleanliness should be used as a guide for students and parents when they are determining the appropriateness of school uniform fit and the appropriateness of footwear.

Dalat students are expected to dress modestly and decently. Students should dress so as to call attention to the total personality and inner beauty or strength rather than to any one part of the body.

Cleanliness is important for good health and appearance. Students are expected to keep themselves neat and well-groomed. Students show positive attitudes toward themselves and the school by looking good. Worn-out, stained, and frayed clothing or clothing with holes may not be worn to school.

A student's uniform should fit his or her body so that the student is adhering to the school's guidelines of modesty, neatness, and cleanliness. Uniforms cannot be altered (e.g., having the embroidered school logo cut off and re-sewn, rolling up the waistband to shorten the shorts/skorts). Boys are expected to wear their shorts appropriately. Undergarments, midriff, and back should remain covered at all times.

School-issued shorts/skorts must not be shortened. When a girl is standing with her arms to her sides, her shorts or skort may not be shorter than the bottom of her outstretched fingertips.

For all school-sponsored activities and athletics, tops, shorts, and skirts should be of modest length and fit. Undergarments should be covered at all times.

During the school day, visible body piercing is not allowed with the exception of pierced ears for girls. High school girls may have a small nose stud. Outside of the school day, boys may not wear earrings to school functions such as sports games and tournaments, concerts, field trips, graduation services, and other school-sponsored activities.

Tattoos are not to be visible during school activities. Boys are not to wear makeup.

Middle School Performing Arts Uniform

Students in a performing art are required to wear a Dalat white polo shirt with black dress pants during performances.

Middle and High School PE Uniform

Yellow dri-fit Dalat PE shirt, Dalat PE shorts, and athletic shoes with non-marking soles.

Elementary School Uniform

Royal blue Dalat polo shirt with khaki Dalat shorts or skort. The Dalat navy blue zip-up jacket may be purchased as well. Elementary students may wear a navy blue Dalat hoodie.

Elementary PE Uniform

Students in PE are required to wear athletic shoes with non-marking soles and the school PE shirt (yellow dri-fit shirt) and school PE shorts. Kindergarten to Grade 4 may wear the shirt and shorts for the day. Athletic sandals or Crocs are not allowed.

Middle and High School Uniform (Grades 5-12)

Blue and white dri-fit polo shirt for Grades 5-8, blue and yellow dri-fit polo shirt for Grades 9-12 with khaki Dalat shorts/skorts for Grades 5-12.

All Dalat uniforms may be purchased in the uniform room. Available times will be posted each year.

Expectations of Personal Appearance (cont.)



School Uniform

Elementary School Uniform (Preschool to Grade 4)

Royal blue Dalat polo shirt with khaki Dalat shorts or skirt. The Dalat navy blue zip-up jacket may be purchased as well. Elementary students may wear a navy blue or gray Dalat hoodie.

Elementary PE Uniform

Students in PE are required to wear athletic shoes with non-marking soles and the school PE shirt (yellow dri-fit shirt) and blue shorts. Kindergarten to Grade 3 may wear their PE uniform for the day. Grade 4 students must bring their uniform with them to change into before class. Athletic sandals or Crocs are not allowed.

Middle School Uniform

Blue and white middle school polo shirt with khaki Dalat shorts/skorts.

Middle School Performing Arts Uniform

White polo shirt with Dalat performing arts logo and black dress pants. Dalat white polo shirt orders will be taken at the beginning of each semester and charged to school accounts. These shirts will not be kept stocked in the uniform room. Middle school students must purchase their own black dress pants according to the fine arts department standards.

High School Uniform

Blue and yellow dri-fit polo shirt with khaki Dalat shorts/skorts.

Middle and High School PE Uniform

Students are required to change before PE class into a school PE shirt and PE shorts. Athletic shoes with non-marking soles are required. Students are required to change and shower at the end of PE class each day. Owning several shirts to use on alternating days is strongly encouraged.

Footwear

Elementary students are required to wear shoes/sandals with a back strap or covered heel for playground safety. All other footwear is deemed acceptable as long as it meets the school's codes of appropriateness, neatness, and cleanliness. Footwear must be worn at all times during the school day.

Jackets, Sweaters, Hoodies, and Cover-ups

Dalat affiliated sweatshirts are the only approved covering of Dalat uniforms during the school day. Dalat hoodie sweatshirts may be purchased in the school merch store, The Roost, before or after school. A cover-up cannot be worn under or replace the standardized polo shirt. The hoodie may not be worn over the head in class.

Violations of Personal Appearance

These regulations apply to every student every day of the school year except when otherwise approved by the principal. If it is not listed as permissible, students should assume it is not permitted. Students who violate the personal appearance code will be given a dress code violation and/or sent to the principal's office for discipline.

In cases in which a dorm student violates the dress code, the student may be asked to go back to the dorm (if arranged with dorm parents) and change into an appropriate uniform item. A day student will be given the option of purchasing a new uniform item or calling parents to bring an appropriate uniform item to school.

Hair

Unusual hairstyles that involve designs, symbols, words, clean shaven, or unnatural colors are not appropriate.

Hair should appear neat and well-groomed and should not distract themselves or others from learning.

Hats

Hats may not be worn inside school buildings. Hats may be worn between classes when students are outside of school buildings. Hats may also be worn on school field trips as allowed by the individual teacher.

No Uniform Days

On days of approved no uniform days the guidelines for modesty, neatness, and cleanliness still apply. Girls' shorts and skirts must be at least the length of extended fingertips.

After-School Dress and Extended School Trips

- Students should not have the appearance of being in a gang and should not wear 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 the Dalat International School ethos.
- Girls' tops must have straps. Dresses and tops are not to show cleavage.
- Tops and pants may not be tight-fitting. All clothing must be modest in length and fit.
- Swimming attire: Boys should wear proper swimwear with lining (no speedos). Girls should wear modest bathing suits that cover the midriff (no bikinis).
- Always take into account the cultural context of the event.

Dress Code Violations

Dress code violations are recorded in PowerSchool and tallied with computer misuse violations and tardies. Students who earn a set number of violations per term will be subject to detentions,

During rainy season...

For elementary students, an umbrella, marked with the student's name, should be brought to school each day as students walk to and from classrooms and the cafeteria. The school also provides shared umbrellas. All students are expected to take good care of school property.

JSB Definition

The Junior Senior Banquet (JSB) is the major high school event of the year held in the fourth quarter. It is a dinner where the junior class honors the senior class. All Grade 10, 11, and 12 students and Dalat staff are invited to attend. The JSB is closed to all other parties.

as explained in the discipline section of the handbook. Excessive violations may earn in-school suspensions or referral to the Senior Leadership Team for further discipline.

Banquet Dress

Banquets are exceptions to the normal dress code. The basic principles of modesty, neatness, and cleanliness are always applicable, but what is appropriate at a banquet might be different from what is appropriate at other times. Jeans, shorts, polo shirts, T-shirts, or other casual attire is not acceptable at banquets. Students who do not follow these expectations will be asked to change or to leave the event.

For boys, the key issue is appropriateness. This is a "dress-up" occasion which warrants shirt, tie, dress pants, and dress shoes or, possibly, culturally appropriate options.

For girls, appropriateness and modesty are the key issues. Although modesty doesn't change, appropriateness does change depending on the banquet. Please follow these guidelines when choosing what to wear:

- Gowns must have backs that come to at least the middle of the back.
- Gowns must not be see-through or expose the abdomen (no undergarments should be seen).
- Slits on long dresses should not extend beyond the knee. Necklines should not expose cleavage.
- The length of the gown must be floor length to fingertip length.

Expectation of Personal Conduct



School Jurisdiction

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

Direct Jurisdiction

Direct jurisdiction includes all aspects of school-supervised activities and programs. This includes all on-campus events and off-campus school-sponsored events and programs (e.g., class parties, field trips, sports tournaments, games, and all extracurricular activities). All school policies and guidelines are applicable when students are under direct jurisdiction. Administration may choose from a number of disciplinary actions, depending on the seriousness of the infraction, including suspension and/or expulsion.

General Jurisdiction

Dorm students are under the direct jurisdiction of the school from the time they arrive for the semester until they leave at the end of the semester. Exception for this would be if they leave the school for a break to return home to their parents. If parents are at Dalat for a visit, dorm students remain under the jurisdiction of the school. Dorm students are expected to remove themselves from a situation where day students are in violation of the Student and Parent Handbook policies as quickly as possible.

Day students are expected to uphold the standards set by Dalat in all aspects of behavior after school hours and outside of the school's direct jurisdiction. When day students are with Dalat dorm students, they are under direct jurisdiction of the school and must abide by the same policies as the dorm students. In cases where a day student has violated a school rule but is not in the presence of dorm students (or direct supervision by the school), Dalat will contact the parents of student(s) involved in these situations and ask the parent to take appropriate action. This does not preclude Dalat International School also taking action in serious offenses.

Respect

Acceptable personal conduct involves showing proper respect toward others. This is especially true in an international school with a mixture of races, languages, ages, and genders.

As a school founded on biblical principles, we believe God created people as unique individuals. In respect for our diverse cultural and religious environment, out of sensitivity for issues related to child safety, and in deference to our host country's culture, we do not allow a student of one gender to dress like a student of the opposite gender during school hours or for school activities. This includes the use of the school uniform, use of bathrooms and locker rooms, and gender-specific activities such as PE and athletic teams.

Use of Language

Swearing or vulgar expressions in English or any other language will not be permitted.

Gender Respect

It is the school's expectation that biological gender will be respected in the wearing of clothing and the school uniform, in participation in gender-specific sports and activities, and in the use of toilet and showering facilities on campus.

Any disrespectful behavior towards another person's or one's own gender will be addressed by school administration and may be handled as a violation of the Personal Protection Policy.

Property of Others

Showing disrespect towards property owned by the school, teachers, or other students, including theft and vandalism, will be subject to disciplinary action.

Staff Authority

All staff, including teachers, dorm parents, or national staff, should be treated with utmost respect by students.

Dating

Dalat International School encourages wholesome relationships between boys and girls. Dalat believes in a traditional biblical worldview of relationships and encourages sexual purity. Students who publicly flaunt, promote, or encourage inappropriate relationships or lifestyle will be asked to consider the sensitivity of conservative views of the school community.

Relationships deemed inappropriate will be dealt with on a case-by-case basis, including the possibility of disciplinary action. If the school becomes aware of students engaging in sexual activity, or illegal sexual behavior as defined by Malaysian law, parents will be informed.

Students are expected to follow these guidelines when dating:

- Only high school students are permitted to be involved in dating relationships. Eighth graders and younger students are not to be, or appear to be, couples.
- Public displays of affection during school hours are not allowed. This includes sitting/laying on other students' laps.
- Couples may not be alone together. They may socialize on campus only in public and supervised areas.
- Couples may not go off campus together without a group during lunch or during any school-sponsored activity.
- The only appropriate physical expression in dating relationships is hand-holding outside of school hours.
- Dorm students who want to be involved in a dating relationship need to discuss their plans with their dorm parents.

In the event that a student gets married, that individual no longer fits the school's definition of student. A student is defined as being under 20 years of age, living under the direct supervision of a parent and/or guardian, not living independent of said parent/guardian, and having single legal status. At any point in the school year if a student moves outside of this definition, they will be required to withdraw from school.

Dancing

Dalat does not host school-sponsored dances.



Student Safety

Safety Guidelines

Parents can help the school by teaching children to obey all the safety signs and instructions. Campus development projects may cause inconveniences at times, but please be patient and obey all safety measures. Parents are encouraged to notify Dalat staff immediately of any potential hazards on campus that they may observe. Safety is a team effort from everyone.

Drop-Off and Pick-Up Procedures

Dalat campus is a busy place with many students running around. To ensure the safety of our students, please follow these procedures when dropping off and picking up students.

- DO NOT stop in front of the school on the main road to drop off or pick up students. This is extremely dangerous. The school reserves the right to fine parents RM100 per incident for failure to comply.
- Parents are encouraged to use the upper field (directly east of the school) for drop off and pick up of students. Parents may also park there. The school has a gate on the upper field which is guarded and open before and after school and during special events.
- Drop off and pick up students at the designated locations indicated on the diagram below. No prolonged waiting or parking is allowed in these areas so that traffic can flow easily.

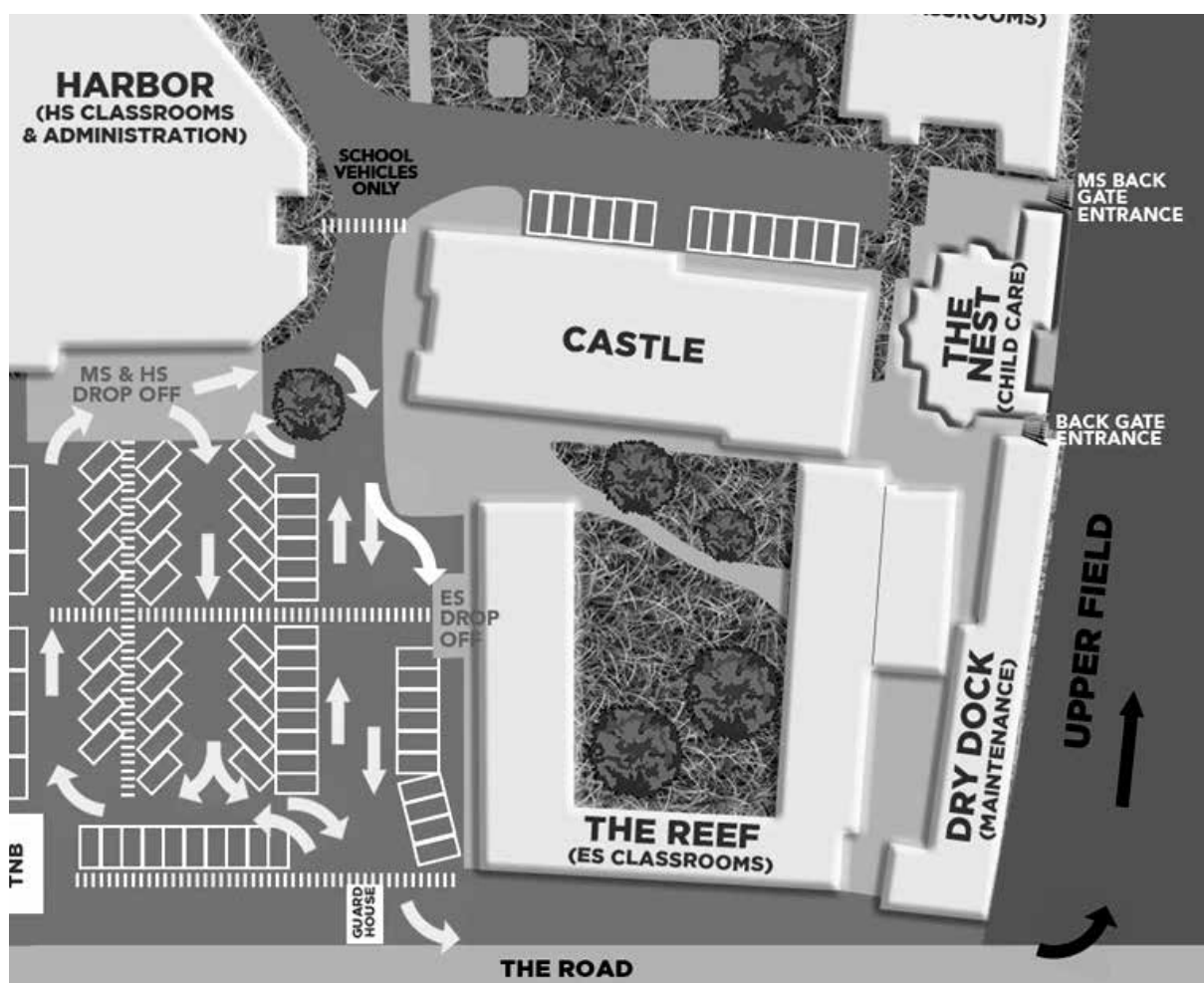
- Students must exit the vehicles toward the sidewalk or buildings and not step out into the road.

Crosswalks and Chains

Students must use the crosswalks on campus before and after school because of the number of cars. Chains are put up during high traffic times to protect the children from walking into the road. Students and parents must not walk under the chains and into the road when chains are up. Please use the crosswalks.

Emergency Procedures

In order to maintain a safe and orderly campus in the event of an emergency, the school has established a warning system and subsequent emergency drills. Practice drills are conducted during the school year as set by the administration. The purpose of these drills is to acquaint students with safe and proper procedures to follow. Emergency procedures and backpacks with emergency supplies are placed in each classroom. This information includes location of emergency exits and designated destinations. If an emergency occurs, parents will be apprised of the situation via emergency SMS and emails.



Recreational Safety Guidelines

Play Areas

Students are to play on the main campus, in public areas, after school, and during open campus hours under the direct supervision of an adult/guardian. Students may not play on lower campus, hills and stairs, and behind buildings. Students must be able to be seen at all times from the outside basketball court and within the elementary courtyard.

Bikes and Personal Transportation Devices

Bike riders are asked to exercise all safety precautions when riding to and from school. There are bike racks located at the front of campus for securing bikes. There is a rack for securing electric scooters near the front office. Students need to supply their own locks.

Ripsticks, skateboards, bicycles, and any other wheels are not allowed on the outside basketball court at any time. Wheels ruin the court surface and are a safety hazard because many children are playing in that area.

Wheels are restricted to the track where students run for PE and only after 4:30 p.m. on school days. Wheels should not be used around the classrooms, office buildings, or vehicle roundabout.

Students are strongly encouraged to wear helmets and other safety equipment when using wheels. The administration, the owners of the school property, sponsoring missions, and the staff are not liable for any injury, loss, or damage arising from the use of wheeled equipment.

Drone Use Policy

Because drones are useful and fun, Dalat allows students and parents to fly drones on campus as long as they meet certain criteria. However, anyone who flies a drone is expected to do so in a safe manner that does not put others at risk. Before you fly, the Drone Flying Permission Form, available from the main office (after being printed from the school intranet), must be submitted to the high school principal at Dalat for approval. Please initial each of the statements indicating your understanding and compliance for all flights. A copy of this form should be kept in possession during flying activity. Any drones flown on campus without proper permission may be confiscated.

Pets on Campus

Families may bring a pet on campus. However, families must make sure that the pet is safe to be around people (especially young children) and should keep their animal under their direct control at all times. Pet owners are also encouraged to be sensitive to the needs of other families who might not feel safe around the animal. Generally they should be kept away from the playground areas when children are playing. Pets must be kept on a leash at all times, and any mess created must be cleaned up immediately by the owner. They may not be in any of the academic buildings.

Pets may be brought to classrooms for show-and-tell only with permission from the teacher and divisional principal.



Accident Insurance

School accident insurance is provided for all students. The coverage for this insurance is as follows:

- This is a pay-and-claim policy. Parents must first pay and then submit the original receipt to the school to claim the expense.
- Students are covered during school hours and during school-sponsored activities taking place in Malaysia. Check with the office about coverage benefits.
- Coverage is for 12 months (or until the student ceases to be a student of Dalat).
- Benefits cover medical expenses up to RM2,000 per case (limited to RM5,000 per year).*
- New coverage begins on September 1 each year.

Parents must notify the finance office of any claims within three days from the date of incident. Failure to notify us on time may result in the loss of right to claim.

** The school reserves the right to make changes to the annual limit from time to time. Parents should contact the school to find out more on recent changes.*

Student Safety (cont.)

Transportation and Cars on Campus

The school does not provide or administer any transportation to and from school. This is the responsibility of the parent. However, local school bus companies may be contacted to arrange for transportation. In accordance with the local bus company, Dalat students must follow the following guidelines:

- arrive at pick-up point before the time of departure
- stay seated; no standing on the bus
- head and arms must remain inside the bus
- show respect to bus drivers and attendants
- no foul or abusive language will be allowed

Dorm students are not permitted to operate motor vehicles on or off campus without their parents' supervision. Day students may operate their family vehicles on campus only when evidence of the following has been provided to the school:

- they have their parent's permission
- they have a valid driver's license for Malaysia
- they are properly insured

The campus speed limit is 10 km/h or less. Any student driver not adhering to this limit may lose the opportunity to drive a car on campus. Parking is only permitted in designated areas, and student drivers must park on upper campus during the school day.

Students with a valid Malaysian motorbike license who drive on campus are expected to adhere to the following guidelines:

- wear a helmet at all times
- no student passengers
- follow posted speed limits
- use of motorbike on roads only
- park the motorbike in an appropriate parking space

Students may not leave campus to any event with another student driver without a signed permission form given to the school.



Crossing the Main Road

During school hours all students must use the overpass walkway just east of the school or cross at the traffic light on the west side of the Flamingo Hotel.

Safe Environment Policy

Dalat International School requires that all adults engage in safe, supportive, and respectful interactions with children at all times. The following information outlines appropriate and expected guidelines in providing a safe learning environment for all children.

A safe environment policy helps limit situations in which children are at increased risk for abuse due to the physical characteristics of the buildings and grounds. An open, visible environment is safer for children because it reduces access for potential abusers. Adequate supervision and proactive monitoring of child and staff interaction limits the opportunity for inappropriate interactions to occur.

Visibility

Dalat International School will ensure open physical spaces visible to multiple persons by providing the following:

- Clear lines of sight through the buildings and in individual classrooms.
- Landscaping that ensures open, visible spaces with no possibility of concealment.
- Doors with windows (if a door does not have a window, a window must be left uncovered so that there is a clear line of sight through the room).
- Blinds on classroom windows should remain open unless specific classroom learning requires closing the blinds (e.g., use of projector, to enhance the SmartBoard illumination, etc.) and must be reopened at the conclusion of the learning need. (In the event of a lockdown alarm, all blinds must be closed.)
- Bright lighting in all areas.
- Locked unused areas or rooms accessible by specified school personnel only.

Supervision

Dalat International School will ensure that the activities of children and staff are adequately supervised by implementing the following:

- Adequate playground and non-classroom supervision.
- Periodic walk-throughs of buildings and grounds to ensure no unidentified persons are on site.
- Monitoring devices such as security cameras installed in key zones.



Access

Dalat International School will ensure that access to children and staff is controlled by implementing the following:

- Requiring that all visitors and contractors sign in at the front gate and wear a visitor badge identifying them at all times.
- Ensuring all staff are aware of restrictions to noncustodial parents' access to a child.
- Requiring that children entering or leaving at times other than typical arrival or dismissal do so only with parental permission, except in the case of an emergency.
- Limiting gates for entering and exiting the campus to gates that are continually monitored.
- Ensuring that fences and gates are functioning properly and are in good repair.

Campus Safety

Dalat International School will ensure that children have a safe learning environment with the following:

- Ongoing maintenance in open spaces will be cordoned off with security tape or rope.

- Mowing grass and the use of power tools will not be performed when students are in the vicinity.
- Safety chains are used across walkways along roadways during pick-up/drop-off times.
- Procedures are in place for vehicles including traffic flow, crosswalk safety, parking, and vehicle identification.
- Policies for heat index and air quality will be used for outdoor activities.
- Signage is clearly marked for playground and play equipment safety.

Emergency Procedures

Dalat International School will ensure staff and students have safe measures in cases of emergency with the following:

- Emergency backpack in each classroom and office building.
- Crisis manual for staff with procedures for specific emergency situations (e.g., fire, lockdown, evacuation).
- Periodic testing and practice drills of the school's emergency alarm.

Child Safety and Personal Protection Policy



Dalat International School places a high value on children and strives to provide a safe learning environment. The school is committed to protecting the social, spiritual, moral, emotional, physical, and mental health of students and to maintaining an environment in which all individuals treat each other with dignity and respect.

The Personal Protection Policy and its procedures serve the purpose of creating an environment that safeguards students, staff, and parents in our school community from abuse and harassment. This policy describes how the school deals with the spectrum of incidents from minor cases of misbehavior; serious or repeated cases of misconduct; as well as indicators, disclosures, and reports of suspected harassment and/or abuse. The Child Safety and Personal Protection handbook, which is available on the school's website (www.dalat.org), outlines in further detail the school's safety guidelines and prevention strategies and how to report concerns.

It is the responsibility of all Dalat International School employees, adult volunteers, and students to report any suspected cases of child harassment or abuse to the Child Safety Team. The school categorizes misconduct related to child safety and personal protection according to the following three areas: inappropriate behavior, harassment, and abuse. Child abuse will not be tolerated whether the abuse occurs child-to-child or adult-to-child. The school will take action to prevent and correct any violations of the policy and will respond to all allegations of harassment or abuse. The school will take corrective action within the limits of its organizational jurisdiction and will comply fully with the laws of Malaysia with regards to any suspected case of child harassment or abuse. Violation of this policy by anyone associated with the school (expatriate or national staff, parents, or students) will result in disciplinary action.

Definitions

Child Safety Team

The Child Safety Team is a group of school staff who have training and experience in the areas of counseling, social services, and/or law enforcement. They sensitively assess and respond to reports of inappropriate behavior, harassment, and abuse.

Inappropriate Behavior

Inappropriate behavior encompasses unwanted attention or actions between peers that cause physical or emotional harm. Inappropriate physical contact may include unwanted or extended hugging or touching, holding or blocking, engaging in reckless behavior, or causing physical harm. Inappropriate emotional dynamics include unwanted teasing, mocking, or disrespectful behavior to classmates and teachers that is hurtful or disruptive. Although inappropriate actions may be non-intentional, they will be judged according to the perception of the other person. Typically this behavior is corrected and disciplined by classroom teachers, dorm parents, or activity advisors.

Harassment

Harassment is non-accidental, immoral, and/or unethical behavior that results in the dishonor or mistreatment of another person or creates a hostile environment. Harassment may include verbal or written, visual, physical, or sexual behaviors. Prejudice and discrimination are also considered harassment because of the emotional harm they cause. These behaviors are considered serious and will be addressed by a school administrator or counselor. Repeated harassment may be referred to the Child Safety Team.

Harassing behavior may include:

- Verbal/Written: mocking, slander, defamation, gossip, ostracizing; sexual comments, provocative comments, letters, notes, invitations, inappropriate verbal or written commentaries, hostile or degrading words, deceitful impersonation, written inappropriate materials including emails, IM's, hand phone calls and SMS's, blogs, websites, etc.
- Visual: sexual or obscene material, displaying sexually suggestive objects or pictures, soliciting, viewing, or posting visually inappropriate material.
- Physical: leering, impeding or blocking movements; threatening gestures or acts of intimidation; physical violence, bullying, or assault.
- Discrimination: epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts that relate to race, color, religion, national origin, age, or gender.
- Sexual: deliberate and unwanted sexual gestures or advances, requests for sexual favors, molesting, or other verbal or physical conduct of a sexually suggestive or intimidating nature.

Abuse

Definitions of abuse are complex and based in various cultures of child-rearing behaviors, gender and role responsibilities, and expectations. Child abuse is defined as the treatment of a child that endangers or impairs the health or welfare of the child. Child abuse includes non-accidental physical, emotional, mental or sexual harm, neglect, or abuse from those who are responsible for the immediate care of a child. Child abuse can be perpetrated with or without the consent of the victim and can occur in private or in public.

Abuse usually occurs where there is a basis of trust and a difference of power based on age, physical, intellectual, or emotional capacity. Although the legal definition of child abuse refers to actions against individuals under the age of 18, the school will protect the rights and safety of students who are over the age of 18. All policies apply to currently enrolled students. Should both parties be under the age of 18, factors considered in evaluating whether abuse has occurred include differences in responsibility, trust, power, development, awareness and understanding, coercion, and threats, whether implied or verbal. The case will be considered abuse if there is an age difference of more than three years (1,095 days) between the two children. If an incident involves two children with less than a three years' age difference and there is no significant variance in responsibility, trust or power determined, the case may be categorized as inappropriate behavior or harassment and thereby handled by the school's administration according to policy. As it relates to child safety offenses, local law requires that the school consider any person over the age of 18 to be an adult when he/she is the perpetrator of abuse.

Physical or emotional abuse may include:

- Inflicting physical injury by direct or indirect contact, causing bruising, burns, disfigurement or impairment of physical or emotional health or limitation/loss of any bodily function. Such acts may include, but are not limited to, slapping, punching, hitting, kicking, biting, shaking, burning, bruising, pulling hair, holding underwater, subduing, controlling, blocking or impeding the freedom of another person, or holding a person against their will.
- Threatening, intimidating, exploiting, humiliating, manipulating or rejecting another person, or creating a hostile or negative environment.
- Committing acts that are cruel or inhumane, such as extreme punishment or omissions, that demonstrate a disregard of a child's pain or mental suffering, that are not the result of reasonable and appropriate discipline or other prescribed medical needs.

Neglect may include:

- Failure, refusal, or inability on the part of a student's caretaker to provide adequate physical and emotional care, medical or mental health treatment, appropriate supervision, and a safe environment.

- Failure to provide proper adult guardianship such as leaving children unsupervised at home for any extended period of time.
- Allowing a child to engage in an illegal or harmful activity.

Sexual abuse may include:

- Committing or allowing any sexual offense against a child defined by Malaysian law or school policy; engaging a child in any form of sexual activity that may include physical or non-physical conduct, with or without consent, using visual, auditory, physical, or emotional stimuli or acts.
- Verbal: provocative, threatening or explicit comments in person, by phone, or online; sexual coaxing or propositions; any verbal expression with the intent to arouse or stimulate either party; sexual solicitation, exploitation, or extortion.
- Visual: peeping, leering, staring, or voyeurism; viewing, showing, sending, or taking inappropriate or suggestive pictures; soliciting sexual images or material; showing unclothed persons or any sexual activity; indecent exposure.
- Physical: physical contact with a child's private body parts (breasts, genitals, or buttocks), clothed or unclothed, other than for hygiene or child care purposes; all forms of violent or non-violent molestation or assault; any sexual activity which the child does not fully comprehend or that violates the laws or social taboos of society.

Sexual abuse has different characteristics than child abuse that warrant special attention. Sexual abuse usually requires planning by the offender, referred to as grooming, which results in victims accepting the blame, responsibility, guilt, and shame for the offense. Sexual abuse requires far more secrecy than other forms of child abuse, so it is more difficult to detect and/or report. The school has the responsibility and obligation to correct potential grooming behavior or actions which appear to be grooming.



Child Safety and Personal Protection Policy (cont.)

Reporting

Anyone in the school community who observes or hears about behavior that causes concern related to student safety, or matches the definitions of harassment or abuse listed above should report their observations immediately to the school. Reports may be shared with any staff member or administrator or member of the Child Safety Team via email, phone, or in person or by sending a confidential message to hotline@dalat.org.

All school staff, volunteers, parents, and students are required to report concerns related to child harassment or abuse to the Child Safety Team within 48 hours. The school is committed to protecting each person involved in a case as well as the objectivity and fairness of the inquiry process. Assistance will be provided for reluctant and/or scared reporters. Support will be offered to people who were harmed and alleged offenders. The school will provide appropriate care for students determined to be victims of misconduct, harassment, or abuse.

School Advocate

Students who feel they have been subjected to harassment or abuse, or who observe conduct of a harassing or abusive nature (whether by a staff member, another student, a non-staff adult or a sibling, parent, a visitor, or any other person) are encouraged to promptly report the matter to the Child Safety Team. If the student feels that due process or school policy is not followed in receiving or responding to the report, the student is encouraged to contact the school advocate. For contact information regarding the school advocate, go to the Child Protection tab on the school website.

The advocate serves as an objective listener, supports students in reporting and processing sensitive issues, and ensures that appropriate measures are taken to protect their safety. The advocate will not investigate reports or administer discipline. The advocate is the representative voice for students or parents who are not able to be present. Adults may also request the support of a school-appointed advocate.

In an alleged harassment or abuse inquiry, students may request an advocate or supportive staff member to accompany them to meetings. If students do not request an advocate, one may be assigned by the school administration to both the alleged victim and the alleged offender. Parents may decline in writing if they do not wish their assigned advocate to be included in meetings. The letter will be stored in the case file.

If the school advocate receives an initial report that has not yet been processed by the school, the advocate will follow protocol in completing a Personal Protection Policy Reporting Form and submitting it to the Child Safety Team within 48 hours.

Responding to Reports of Harm

Because of the value we place on children and the importance we place on the care and protection of our students, Dalat will

accept all reports of abuse, current or historical, regardless of the perceived validity or severity. The school will respond to all allegations and reports, even if the victim does not personally want the allegations investigated.

The school reserves the right to fully investigate every complaint, conduct inquiries, take such steps as it feels are necessary to remedy the situation, and notify appropriate humanitarian organizations, local law enforcement, child protective services, government officials, or/and mission agencies as circumstances warrant.

Employees, adult volunteers, parents, and students are expected to fully cooperate in any complaint or response that might involve child harassment or abuse. Anyone who conceals information or knowingly provides false or misleading information will be subject to appropriate disciplinary action up to and including dismissal, refusal of access to campus or school activities, or termination of enrollment. The nature of an allegation may necessitate that an employee be put on a paid leave of absence or a student be temporarily removed from the school premises.

The Response Process

If an inquiry is determined to be warranted, the Child Safety Team will inform the head of school and follow school policy and response protocol throughout the process. Translators will be used when possible if the victim or alleged offender is not comfortable using English. When the Child Safety Team determines that an inquiry goes beyond the expertise and experience of their response team, they will seek additional expertise to effectively address the needs of the case.

In cases in which parents are involved, the school reserves the right to restrict parent access to campus and school activities during the inquiry process of harassment or abuse. When local law enforcement and legal entities are involved, parents may be refused access to campus, school activities, and school services until an inquiry is completed. A parent(s) found in violation of Child Safety and Personal Protection Policy guidelines as outlined in this handbook, or in the *Child Safety and Personal Protection* handbook, may be asked to withdraw their student(s) or be dismissed from the school.

During the course of child safety interviews, any reports of harassment, abuse, and/or illegal behavior disclosed will be reported to the parents of the students involved. Other non-relevant information may be kept confidential at the discretion of the Child Safety Team.

A final summary of the inquiry with recommendations will be given to the head of school. The head of school will respond to the recommendations according to school policy. All cases received by the Child Safety Office will be considered on the merits of each individual situation; case outcomes and administrative actions will not set precedence for future cases.



Confidentiality

Care will be exercised during the response process to protect both the person who was harmed and the person who allegedly caused harm by restricting information access to those who need to know and have the authority to know. The Child Safety Team will follow the policies and procedures of the Child Safety and Personal Protection Policy and established response protocol in investigating reports.

Dalat will seek to maintain confidentiality in the review and inquiry into harassment and abuse reports, so far as maintaining confidentiality is not inconsistent with investigating the alleged violation, eliminating any harassment or abuse found to have occurred, or preventing future violations.

If a staff member, student, or family forces a public disclosure of the case details, the school may be forced to publicly defend its decision.

Follow Up and Support

The school will provide appropriate follow-up care and support for those involved and affected by misconduct, harassment, and abuse according to the resources available to the school. Options include the provision of accountability, counseling, mentoring, spiritual resources, and member care.

Student Education

All students applying to and attending the school will be directed to read the school's Child Safety and Personal Protection handbook annually. All students will receive age-appropriate instruction concerning personal safety. The guidance department, in cooperation with school administration and the Child Safety Team, will provide resources that educate students and parents in the prevention, recognition, and reporting of harassment and abuse and enhance awareness of the school's personal protection policies and procedures. Students may access the document regarding Students Rights and Responsibilities on the school website by going to the Child Protection tab. Parents may be asked to sign documentation indicating that they have reviewed the personal safety training materials with their children.

Prohibited Activities

Dalat International School prohibits certain activities in order to abide by local law and keep all students and staff safe. In an effort to promote safety, Dalat reserves the right to search all persons and property on the school campus when a violation of Dalat policies is suspected.

Alcohol and Tobacco

The possession and/or consumption of any beverage containing alcohol is prohibited for all students while under the direct jurisdiction of Dalat International School. Malaysian law allows only adults aged 21 or older to purchase alcohol. Students are to refrain from any use of tobacco or smoking of any kind (chewing, electronic cigarette, etc.) while under the direct jurisdiction of Dalat International School. Any student in possession of or who consumes an alcoholic or tobacco product while on campus or under the direct jurisdiction of the school will be suspended or expelled from Dalat International School.

Drugs

Drugs are illegal in Malaysia. Parents and students should be aware that drug laws in Malaysia are much stricter than in other places in the world, and the school is expected to report drug use to the local police. Suspicion and rumors of drug use will be brought to the attention of the student's parents. Any evidence of a student in possession of a drug deemed illegal in Malaysia will result in the student being expelled from Dalat International School. Dalat reserves the right to use hair sample testing services from the United States in situations of suspected or rumored drug use by a Dalat student.

Fireworks

Fireworks are illegal in Malaysia regardless of where they are purchased. Students are to refrain from using fireworks, fire bombs, and/or other harmful and aggressive uses of fire on and off campus. Students should not be in possession of a lighter while on the Dalat campus.

Any student found to be in possession of any fireworks deemed illegal in Malaysia, while on the Dalat campus or at a Dalat International School function, will be suspended from school. The duration of the suspension will be determined by the administration and will be based on the seriousness of the infraction. This does not exempt the possibility of expulsion. A repeat offense will lead to expulsion.

Bullying

Dalat International School believes that every student is entitled to an environment that is safe, healthy, secure, and conducive to learning. We are committed to an atmosphere of mutual respect among students and refuse to allow bullying of any kind at our school. Bullying is mean or hurtful behavior that keeps happening. It is unfair and one-sided. Dalat defines bullying by three primary characteristics: It is aggressive behavior that is usually repeated over time, occurs in a relationship where there is a perceived imbalance of power, and intends to cause harm or distress and/or has a serious harmful or distressing impact on the

Child Safety and Personal Protection Policy (cont.)

target. The behavior can be social, psychological, verbal, digital, or physical in nature. It can be carried out in the forms of, but is not limited to:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way, or name calling
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- Spreading malicious rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone
- Threatening, intimidating, stalking, harassment
- Game or form of play that hurts, harms, or humiliates another person
- Any of the above behavior using electronic devices

Our school's consequences for bullying apply when bullying happens:

- On school grounds, immediately before or after school hours, during school hours, or at any other time when the school is being used by a school group
- Off school grounds at a school activity, function, or event
- When traveling to or from school or a school activity, function, or event
- When using property or equipment provided by the school
- On or off school grounds when the behavior has caused significant disruption to the school environment or interferes with an individual's ability to learn

Students and parents who witness or experience bullying behavior according to the definition above, are expected to report it to a school staff member. Bullying behavior is considered a serious offense that will not be tolerated, and appropriate discipline will be prescribed according to our hierarchy of consequences.

Weapons

Offensive weapons (weapons used or designed to attack, harm, or kill) are illegal in Malaysia. Any student using an object in a threatening manner while on the Dalat campus or at a school function may be suspended from Dalat for the remainder of that semester, but to include at least nine (9) weeks. This does not exempt the possibility of expulsion. A repeat offense will lead to expulsion.

Any student found to be in possession of any weapon considered an offensive weapon deemed illegal in Malaysia will be expelled from Dalat International School.

Firearms

Firearms (defined as any "barreled weapon of any description from which a shot, bullet, or other missile can be discharged") are illegal in Malaysia. This includes air rifles, air guns, and air pistols. Even the possession of a non-working gun that "looks" real is illegal.



Any student found to be in possession of any weapon considered a firearm deemed illegal in Malaysia will be expelled from Dalat International School.

Physical Violence/Fighting

Students are expected to treat one another with respect. Physical violence of any kind will not be tolerated, and appropriate discipline will be prescribed. Students and teachers are encouraged to report cases of physical violence to the principal.

Gangs

Gang involvement of any form will not be tolerated. A student who becomes an active member of a local gang will be subject to expulsion from Dalat International School. Making reference to participation in gang activity, making threats, involving others in threats whether verbal, written, or physical, harassment, or extortion will result in disciplinary action. Students should not have the appearance of being in a gang and should not wear bandanas, gang paraphernalia, or clothing associated with gang activity.

Vandalism

All forms of vandalism are destructive to the Dalat International School community. For that reason Dalat categorizes vandalism as a serious offense and will discipline students accordingly.

Any student involved in vandalism will be brought before the school administration for discipline. Depending on the severity of the vandalism, the student and his/her parents will be financially responsible to repair or replace the damaged property.



Digital Citizenship Policy

Technology Vision Statement

By maximizing our available technology, Dalat enables productivity and collaboration, encouraging creativity and innovation, with the goal of producing ethical and adaptable digital citizens.

Students at Dalat are expected to be good stewards of the school's technology resources and to use them in productive ways that honor God. With this goal in mind, each high school student is required to purchase a school-approved computer for use during the school day and at home for research, presentations, collaboration, communication, and a host of other applications.

Although the primary aim of the Ed Tech program is to enhance learning, we recognize that resources may also be used for non-educational purposes. This privilege is granted outside of class time with the understanding that use is appropriate and consistent with the Digital Citizenship Policy.

The policies and guidelines in this document are meant to direct students' choices as they face ethical decisions that are inherent with the use of technology. This policy is not meant to give a comprehensive list of acceptable and unacceptable uses but to establish common sense guidelines. If there is doubt about what is acceptable, students should err on the side of caution until they have a chance to ask a staff member. This is a policy guide that administration may change as needed to support the school goals and mission. Dalat faculty is expected to provide guidance to students about appropriate use of technology. Outside of school, families bear responsibility for such guidance.

To demonstrate proper care and stewardship of technology resources, as a Dalat student you are expected to:

1. Acknowledge that the use of school technology is a privilege, and it is to be used primarily for educational purposes.
2. Know that the use of technology during academic class time is exclusively for school-related work.
3. Understand that computers are an extension of the classroom and are monitored by teachers and administrators. You should not assume that anything you do on a computer is done in secret. As acting guardians, Dalat staff have an obligation to monitor your activity on the school networks and computers and may view computer files, as deemed appropriate by administration.
4. Be aware that there will be different expectations for use at different times during the day. Appropriate activities on a computer will be different after school than during a study hall, lunchtime, or in an online class. You need to be aware of what the expectations are in each of these situations.
5. Take care of the technology in a way that prevents damage by handling items carefully and keeping food and drink out of the computer labs and away from computers.

Digital Citizenship Policy (cont.)

- Understand that care for technology implies not only the physical care of equipment, but also the technological care that is needed to keep our network safe. Among other things, you must be careful to avoid spreading viruses, forwarding chain letters, or inappropriately downloading and installing programs or apps.
- Show appropriate conduct when interacting with others online. Remember that you represent Dalat and its values at all times. Use only appropriate language, pictures, music, videos, etc. Our behavior expectations online are no different from what they are in a classroom. Do not forward any messages without the permission of the original sender. Using technology to bully or harass others will not be tolerated.
- Do not take photos or videos of anyone without their permission.
- Remember that everything done online is permanent. Don't put anything online that you don't want your mom or a future employer to see.
- Honor the copyright of materials, and always give credit to sources of information including software, images, music, and video, being careful also to avoid plagiarism.
- Realize that as a community we are responsible for the safety of others. Observing another user breaking school policy and not reporting it is wrong.
- Use wisely the limited Ed Tech resources available. This applies to bandwidth, file storage, printing, and computer usage.
- Know that access to a website or online activity that becomes a distraction from learning may be blocked temporarily or permanently.
- Be aware that the use of Dalat's technology resources is governed by both Malaysian law as well as the school's standards. By breaking a Dalat policy you may also be breaking the laws of our host country.
- Manage your computer free time, and find a balance between school work, family life, social life, and exercise.

Phones

Phones are not allowed to be used during the school day. Phones should remain in the student's locker or bag throughout the school day. Failure to comply will result in confiscation of the equipment by a staff member for a period of no less than one week. Students may not use any hot-spots to connect to the internet.

Instant Messaging

Sending and receiving instant messages through any platform or through any type of device (including "smart watches") during the school day is not allowed.

Specific Rules About Using the Ed Tech Resources

Network Account

- You are provided a personal network log on. You are required to set your own password and to ensure that no one else knows this password. Your network username and password are used to access all the resources Dalat makes available (PowerSchool, DISCourse, student mail, etc.).
- Keep passwords private and use only your own password. Sharing a password with others is strictly forbidden. Users finding a computer that is still logged in must understand that it is an invasion of privacy to use that account.

File Storage

- Folders on the network are similar to lockers. Students' files stored on the school network are not private. If a file is private it should be saved on personal storage devices such as USB flash drives or external hard drives.
- The Temp Drive (T:) is a place for files that need to be shared among multiple users. You may not copy software or music to this drive. Doing so is a violation of copyright. If you do, you will be subject to discipline, and the software or music will be deleted without warning.
- Students using computers are also encouraged to make use of cloud storage options.

Internet Access

- Protect personal privacy when online by not revealing a home address, phone number, or other information of a personal nature. This is for your protection.
- All websites that you visit are recorded and logged by network administration and can be reviewed if there is suspicion of inappropriate internet use.

Email Account

- You are expected to check your Dalat Student Mail account on a daily basis as teachers will use this address to communicate with you.
- You should not forward chain letters. Delete messages that tell you to forward them to "ALL YOUR FRIENDS!!!!" Do not forward them to any of your friends.

Consequences of Misuse of the Digital Citizenship Policy

Students who are gaming or inappropriately using social media/instant messaging during the school day or misuse the camera may be assigned a detention. For other minor infractions, staff will enter "C" in the PowerSchool attendance field. This may be entered in their classroom or in the homeroom classroom attendance field. These discipline entries will be tallied with tardies and dress-code violations and apply toward the established Saturday detention policy. Examples include not following the correct "lighting" designation (first-time offenses), not having a cover, not using a passcode, not having a charged device, etc.



In order to safeguard other users and our Ed Tech resources, students who willfully choose not to abide by the expectations listed above will face any or a combination of the following consequences:

- Warning
- Letter to parents
- Detention
- Suspension of technology privileges
- General probation
- Referral to a school counselor
- Community service
- Financial restitution to the school
- Suspension from school
- Review of school enrollment
- Involvement of legal authorities

Computer Use in Elementary

Students in preschool through Grade 4 have access to iPads in the classroom and an elementary computer lab for instruction, standardized testing, and other educational purposes. Students in kindergarten through Grade 4 receive computer lessons once a week. In Grade 2, students receive a Gmail account for school use. In Grade 3, students are given individual passwords which are only to be shared with teachers and parents. Parents are required to sign a Digital Citizenship Code of Conduct with their child. Although students receive instruction on online safety at school, parents are encouraged to reinforce these concepts at home and to be vigilant of their child's computer use and access to the internet. Elementary students are not allowed to bring cell phones, smart watches, or other personal devices to school.

Middle School Technology Policy

Only devices provided by the school may be used by middle school students during the school day. The cost of purchase for these devices is borne by the parents and included in the Technology fee. These devices are intentionally "locked down"

so that students may not add any apps. All middle school students will be assigned individual iPads for school use. After students complete Grade 8, the iPads will be reset and given to the student.

Both student and parent signatures are required on the Digital Policy Agreement form before a student is allowed to use the device on campus.

Note: All iPads used in the 1-1 program must be school-purchased. Students are not permitted to bring their own devices from home to use at school.

iPad Protection

The school will provide a case and screen protector for the iPad. This case is not to be removed at any time.

If a case or screen protector is damaged, a replacement will be charged to the parent's account.

When not in use, iPads should be kept in the student's locker or iPad charging station in a designated middle school room. They should never be unattended or unsupervised.

The school will enable the restrictions that limit the type of music, movies, and photos that can be accessed through the iPad. In addition, our school network will filter access to certain web pages.

Computer Use in the High School - 1:1 Student Program

Students at Dalat use a personally owned computer in the classroom and at home to have access to digital resources, submit work, access online class portals, and communicate and collaborate. They are a valuable tool with lots of good potential but also have the potential for misuse. This section is intended to help both parents and students understand the expectations for tech use both on and off campus while a student at Dalat. More guidelines and expectations are included in the Digital Citizenship Policy.

Students will not be allowed to use their computer on campus until both the student and their parents have attended an informational meeting.

Students are allowed to bring in the model of computer of their own choosing so long as it meets the minimum spec requirements listed here.

Minimum Device Specifications

In order to provide a consistent experience for students, it is important the device meets the minimum standards outlined below. This will ensure the device is able to connect to the school network and that digital content used in the classroom is compatible with the chosen device. Please do not purchase a device unless you are sure the device meets the following specifications.

Digital Citizenship Policy (cont.)

Platform	PC, Apple MacBook or iPad <i>NOT ALLOWED:</i> iPad Mini
Screen Size	10" screen or higher (measured diagonally) – consider portability and weight
RAM	4GB or higher
Storage	64GB or higher (also recommended is an SSD drive to improve performance)
Operating System	Windows 10 or 11, MacOS Mojave 10.14 or newer, iOS 15 or newer <i>NOT ALLOWED: Android, Chromebook, and distributions of Linux (e.g., Ubuntu, Debian, Fedora, etc.)</i>
Required Features	Keyboard (needs to be purchased additionally for iPad), headphone port, built-in microphone, webcam
Battery	9+ hours battery as per manufacturer
Connection	WiFi required. NO 4G/3G/Mobile Network connectivity. IF the computer has a slot for this, no card should be in the computer for school use.

Protective Casing

It is strongly encouraged that all student devices have some form of protective casing/sleeve.

Warranty and Accidental Protection

Laptops are expensive technical devices, and they do break down and can be damaged. It is vital to ensure a fast turnaround for repairs when the need arises. We recommend that parents purchase Accidental Damage Protection insurance with Next Business Day onsite warranty if possible.

School Technical Support

All maintenance for the device, operating system, software, and/or apps purchased by the family are the responsibility of the family. Dalat will provide basic support to students on the 1:1 program. This includes helping students connect to the school network and helping with apps required by the school.

Computer Protection

- Students are asked to purchase their own cover that protects the device from short drops.
- The name of your computer must be your Dalat Student ID (e.g., Tchan's iPad, Tchan's Surface).
- A security passcode must be set and used at all times.
- When not in use, computers should be kept in the student's backpack or locker with padlock. They should never be unattended or unsupervised.
- Computers that are stored in a locker must be locked with your school-provided combination lock.

Content Restrictions

Parents are responsible for safeguarding their children's access to the internet away from school and are encouraged to teach their children responsible behavior in this regard. Parents are asked to set content restrictions that are appropriate on the computer. Our school tech staff are available to work with parents who need help with this.

During the school day, teachers are encouraged to monitor student activity on the computers, and Dalat takes reasonable precautions to restrict content that is inappropriate for youth. We use filtering software on our network to limit access to inappropriate web pages. Dalat may electronically monitor student behavior.

Computer Usage Guidelines

Using your computer during the school day

Students are expected to arrive at school each day with a fully charged battery and manage their device (dimming screen, closing certain apps when not in use, etc.) so that the battery lasts throughout the day.

Lighting system (see the Digital Citizenship policy for more details)

Teachers use a "lighting system" to communicate what type of computer usage is acceptable.

Lights out – Computers should be turned off and put away.

Red Light – Computers may only be used for the designated task.

Yellow Light – Computers may only be used for school-related activities and tasks.

Green Light – Computers may be used for leisure and gaming as long as the Digital Citizenship Policy is followed. (Green light is an option only at lunch in the Student Center.)

Using your computer in the classroom (Yellow Light through Lights Out)

Students should assume "lights out" conditions until a teacher communicates otherwise. Teachers will designate what is appropriate in the classroom ranging from Yellow Light to Lights Out conditions. Gaming, social networks, and instant messaging are not allowed at any time. In a classroom (library and computer labs included), computers should not be used on laps or hidden by the desk. With teacher permission, the devices may be propped up on stands for easier viewing.

Using your computer during study hall and in the library (Yellow Light)

Unless designated otherwise by a study hall supervisor or teacher, study halls will be considered yellow light conditions. Students on academic probation may be assigned different light status as deemed appropriate.

Using your computer before and after school (Green Light)

This is considered Green Light time as long as it does not interfere with getting to class on time and students are careful to keep food and drink safely away from the devices.

Using your computer during lunch (Green Light)

Students are allowed to use their computers for games and socializing during lunch time.

Students gaming or using social networks or instant messaging services at inappropriate times or places are assigned a detention immediately. No warnings are given. Students who quickly switch tasks when a teacher approaches should expect to have recent open programs inspected and if games are open they will be assigned detention.

Cameras

Use of the camera and microphone is strictly prohibited during the school day both in and out of the classroom unless permission is granted explicitly by a teacher. When in doubt, ask for permission from a staff member. A teacher may give blanket permission for students to take a picture of the notes on the board at the end of class for all of the classes throughout the year if they choose to do so.

When permission to use the camera is given, students must use good judgment and follow Dalat conduct policies. The camera may not be used to take inappropriate, illicit, or sexually explicit photographs or videos; it cannot be used to embarrass anyone in any way. Any use of cameras in restrooms or the locker room, regardless of intent, will be treated as a serious violation.

Headphones

Headphones are devices that isolate the user from the community. In some cases this is positive (allowing the user to focus without distraction), but in other cases Dalat prefers that students be involved members of the community. Therefore, headphones are permitted for use in the eLab and in any class in which the teacher directs students to use them for content

directly related to their lesson. Teachers will confiscate ear buds used inappropriately and turn them in to the principal. Students should put these away when they are not in use and should not walk between classes with headphones in use or around their necks.

Installing Software/Apps (classroom required)

Teachers may require some apps or software and textbooks specifically for their class. Families may be asked to purchase software that is needed for certain classes.

Email

Students should read their email daily as this is an important way that teachers and administrators communicate with them.

Installing Personal Apps/Software

Students are allowed to install personal apps for both academic and entertainment purposes. If a student has installed apps that are not in keeping with the school Digital Citizenship Policy, the device will be re-imaged by Ed Tech Services.

Repairs

In the event that repairs will take time, loaner devices may be checked out from the library that can be used while the device is serviced. If the loaner is broken during student use, the student's family will be liable for repair or replacement costs.





High School Detention

Saturdays, 8 to 10 a.m.

Middle School Detention

School days, after school

Student Discipline

All students have the right to a safe, positive, and orderly environment. All students are expected to show respect for staff, classmates, and school property. Each classroom teacher develops his or her own policy on discipline that is consistent with school standards and expectations. The classroom teacher is the primary disciplinarian. If undesirable behavior persists after warnings from a teacher, the student is sent to the principal. If students do not adhere to their responsibilities, one or more of the following consequences may occur:

Warning

Verbal or written communication to the student(s) and parents regarding responsibilities not met. Teachers may also initiate their own punishment such as after-school detention, in-class discipline, and/or sending the student to the principal's office.

Detention

Elementary School

Elementary teachers have the authority to initiate their own discipline plan (i.e., loss of privileges) in the event of student misconduct. If the misconduct occurs again, parents will be emailed and the student will face further disciplinary action by their respective teacher. On the third offense, the teacher will schedule a conference with the student's parents. On the fourth offense, the student will be referred to the principal for discipline which may include loss of privileges or in/out of school suspension.

Middle School

Middle school students will serve detention after school hours, with students and parents being informed at least a day in advance, in order to arrange transportation. Students will be assigned to report to a specific staff member during their

detention. They will be given a logical consequence related to the need of the detention.

High School

In high school, a detention for misbehavior or accumulated tardies will be served Saturday morning from 8 to 10 a.m. The student should be at the Student Center no later than 7:50 a.m. Any student arriving after 8:15 a.m. will be given a second detention to be served the following Saturday. Any student arriving after 8:30 a.m. will be sent home and have to serve two detentions on consecutive Saturdays.

During detention the student may be assigned a physical fitness workout or work-related activities around the school campus. This work may include activities such as raking leaves, painting, picking up trash, etc. Students should come to detention in clothes and shoes that will permit them to be involved in work projects and not wear flip-flops/slippers.

If the student does not attend the chosen or assigned date, they will receive a second detention to be served together in a four-hour block the following Saturday or on consecutive Saturdays, depending on the principal's discretion. Parents/dorm parents of a student given detention will be notified by email, letter, or by phone.

A parent/dorm parent may request to have an assigned detention rescheduled if the detention to be served conflicts with an important family/dorm activity (e.g., junior work day, SAT test, dorm outing). The request to the principal should be done early enough so arrangements can be made.

A parent/dorm parent may request to have an assigned detention rescheduled if the detention to be served conflicts with an important family/dorm activity (e.g., junior work day, SAT test, dorm outing). The request to the principal should be done early enough so arrangements can be made.

In-school Suspension (assigned by the principal or head of school)

The student will be assigned work duties throughout the school day. Students serving an in-school suspension will avoid contact with classmates and eat lunch at an alternate time. Students should dress appropriately for work and in accordance with Dalat policy. Any work missed during the suspension can be made up but must be completed within the same number of days for the suspension (two day suspension = two days to make up the work). Any student who has been suspended may not participate in extracurricular activities on the same day as the suspension.

General Probation (assigned by the principal or head of school)

- A student is subject to suspension/expulsion unless improvement is made (this is not meant to exclude the possibility of continued probation).
- A review date should be set at the time the discipline is administered.
- Specific improvements expected should be clearly established and counseling goals communicated to the guidance department.
- The student should meet regularly with the school-assigned counselor to discuss the student's progress. Frequency and amount of time will be recommended by the guidance department. Cases of general probation of a less serious nature may be assigned to an advisor who will meet with the student for regular check-ups. An advisor can be any staff member who is determined to have a good working relationship with the student.
- The student is not allowed on any overnight school-sponsored field trips and loses senior privileges.
- A student may also be "de-campused" as part of a discipline. This means the student may not be on campus before the start of school and must leave school within 10 minutes of the last class.

Athletic Probation (assigned by the principal)

A student who does not adhere to Dalat's athletic code and sportsmanship policy may face discipline and/or be placed on athletic probation. Athletic probation holds the student to an even higher standard of sportsmanship, and any behavior not in accordance with that could result in the student not being allowed to participate in athletics for the rest of the quarter, semester, or year. One or more of the following may be included in the athletic probation requirements:

- The development of a personal guideline of acceptable sportsmanship behavior which might include the athlete crafting their own "philosophy of sports." This can be done with the help of appropriate adults and then submitted to the athletic director.
- The athlete will meet regularly with a designated advisor/coach to discuss progress as well as developing a set of steps for the athlete to manage their behavior in the athletic arena.

- Periodic review dates are set to see how the athlete is doing and to make any necessary modifications to the probation.

Academic Eligibility for Sports

Middle School - Students who are placed on Academic Probation may be ineligible to play sports for the following quarter. Eighth grade students must have approval from the MS principal and athletic director to play varsity sports. Students who have one F or two D's during the sports season they are playing in may be asked to not participate in practice and/or games and be required to attend study hall during X block until their grades improve.

High School - Students who are on Academic Probation Level Two are not allowed to participate. Students on the No-Fly List will not be eligible to participate in sports until outstanding or overdue work is completed.

A student having difficulty in class may be asked by the classroom teacher to miss practice for remedial assistance or to allow make-up work to be completed. This should occur in consultation with the coach.

Students will not participate in sports on days when they have been absent from classes. A student who has missed school for a medical/dental appointment must bring a signed note from the physician/dentist to participate in sports that day.

Out-of-School Suspension

(assigned by principal, residence supervisor, head of school)

- The student is not to attend classes or come on the Dalat campus for a specified amount of time. Make-up work may or may not be allowed. This should be clearly stated at the time discipline is administered.
- Any student who has been suspended may not participate in extracurricular activities on the days of the suspension.
- Conditions for reinstatement and continuance should be clearly stated at the time the discipline is administered.

School Recommended Withdrawal

The head of school may allow a student to withdraw from school rather than being expelled if circumstances so justify. The student's Malaysian student visa will be canceled and the fee incurred will be passed on to the parents.

Expulsion

When a student is expelled, the student is not allowed to continue at Dalat International School. Dalat reserves the right to indicate disciplinary action on a student's transcript. When appropriate, the Dalat administration will communicate student suspensions, probation, or expulsion to staff and students. The student's Malaysian student visa will be canceled, and the fee incurred will be passed on to the parents.

Communication

One of the single most important factors in the success of our school is the communication between our parents and the school. The following are ways you can keep posted on your child's classroom activities and our school program:

Elementary Class Newsletters

Every week, parents will receive a newsletter. These letters keep you informed about present topics of study, upcoming events, and important announcements.

Elementary Student Work Pouches

The student homework pouches will be sent home daily or weekly according to teacher discretion. Within the blue pouch, the students may have a homework log or agenda that should be reviewed and signed by parents. This communication will allow parents to regularly see the student's efforts and performance from week to week.

Middle School Digital Agendas

Students in middle school are required to keep a school-provided digital agenda, which is used to help students stay organized. It serves to build responsibility in completing assignments, to communicate to parents the work assigned, and to help teachers monitor the amount of work given. Parents are encouraged to check their child's agenda daily.

Email

Important school updates, including information on scheduling, progress reports, and college entrance information will be sent via email. Please make sure the school has updated contact information so that you can receive this information.

Daily Bulletin

The Daily Bulletin is produced every weekday for students, staff, and parents and is available through the school's intranet. Sign up through the PowerSchool Parent Portal on the School Bulletin tab or send a blank email message to dalat-bulletin-subscribe-request@netpals.lsoft.com.

Dalat News

This weekly Friday newsletter is the single most important communication tool between the school and parents and will inform you of upcoming events, news about life on campus, opportunities for parent involvement, and school-wide programs. It is sent home via email and is available on the Dalat website. If you need help getting connected, please email the PowerSchool administrator at psadmin@dalat.org. **Thank you for reading Dalat News every Friday!**

Dalat Website

The school website is updated regularly to keep you informed of activities, events, and ongoing services. Visit www.dalat.org.

Communication of Grades

Elementary school report cards are posted on PowerSchool at the end of every quarter. A username and password will be provided when enrolled at Dalat.

Direct access to PowerSchool is available at:
<http://ps.dalat.org/public/home>

Forgot or lost your PowerSchool username or password? First try the "Forgot Username or Password?" link before contacting the PowerSchool administrator at psadmin@dalat.org.

PTO stands for Parent-Teacher Organization.

Its purpose is to build cooperation between the school and parents.

Eagle's Eye

You can read and download current and past *Eagle's Eye* publications at www.dalat.org/web/ac-hs-eagles-eye/.

In Grades 5–12, student grades and progress are recorded by teachers in PowerSchool, the administrative computer program for the school. Parents of MS and HS students are notified by email when their students have a grade below 70% at the midpoint of the reporting term. Parents have the opportunity and responsibility to check their children's progress throughout the year by using the PowerSchool system. A username and password will be provided when enrolled at Dalat.

Complaints and Grievances

Complaints and grievances that are related to teaching and the classroom should be handled first by speaking directly to the classroom teacher. Other complaints and grievances should be handled first by speaking directly to the staff member involved. Once communication has been established and resolution is not satisfactorily reached, the parent may contact the principal or supervisor. Issues related to social and emotional well-being can be addressed by the counselor. Questions related to fees and payment of fees should be directed to personnel in the finance office. Other questions or concerns should be taken first to the staff member directly. If the concern is not resolved, it should be taken to that staff member's direct supervisor.

In the case of a complaint or grievance that is not resolved by talking with the principal or finance office, depending on the nature of the issue, the parent may contact the head of school. If the situation remains unresolved, the parent may contact a school board member who will inform the board chairman. The chairman will decide whether the issue should be brought before the board for discussion or to leave the final decision with the head of school.



Parent-Teacher Conferences

A date is set aside for middle school and high school parents to meet with teachers during each semester. Preschool and elementary conferences will take place during the first and third quarters. Parents may request a conference with a teacher at any time. Please contact the teacher via email, in writing, or by calling the school office to request and arrange a meeting time. Parents of boarding students can make an appointment to meet with their child's teachers during their visit.

New Student and Parent Orientation

The school administrators host an orientation for parents and students new to the school. Parents are encouraged to attend this informal event, seek answers to any questions they may have, and become better acquainted with the school. A boarding parent orientation is hosted by the residence supervisors.

New Parent Breakfast

At the beginning of each semester, school administrators host a new parent breakfast. This gives new parents the opportunity to ask questions after their children have started school, receive additional transition help, and spend time with school administrators.

Classroom Visitation

Parent visitations to the classroom are often welcome, but please keep the following in mind:

- Pre-arrange the times of your visit with the classroom teacher in order to avoid disruptions of lessons. It usually benefits your child to inform them of the time when you will be in the classroom.
- Remember that the teacher will not be able to visit with you during class time.
- Do not bring other small children into the classroom with you. Make prior arrangements for their care.
- Feel free to get involved in and help with classroom activities, as the teacher directs.
- Knowing that an additional person's presence in the classroom does affect the normal routine and atmosphere, please limit your visit to no more than one block in MS and HS and one hour per visit in ES.

- Unplanned classroom visits are prohibited.

Parent-Teacher Organization (PTO)

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

Dalat Athletic Booster Club

The Athletic Booster Club is a parent-directed organization, staffed by the athletic director, designed to support and elevate the sport programs at Dalat. Boosters organize and manage most volunteer activities, from fundraising events to sports events hosted by Dalat.

Parent Volunteers

We believe that parents in our community have a great deal to offer in complementing the work that we do with students. Parents are encouraged to contact individual teachers or the principal to volunteer in their areas of expertise. Each department has specific expectations for volunteers, which may include an application, references, and child safety training.

Information Monitors

Information monitors are located in various locations around campus. A large TV for general announcements is located near the drop off/pick up area in front of Harbor Hall.

A community board is located outside the elementary music room and is open to the entire Dalat community to post announcements, services, and items for sale. Students and parents must check in at the main office reception desk to get approval before posting on these boards or around campus, and messages must reflect the values of our school.

Publications

The English 12 class produces a literary magazine, the *Eagle's Eye*, annually; they also publish journalistic articles weekly on the blog *Senior Scribble*. The high school journalism class produces a yearbook, the *Reflector*, annually.

Student Services

Guidance and Counseling

Counselors are responsible for monitoring the emotional climate of the school through organizing student groups, making recommendations about school policies, and advocating for students as they interact in academic, extracurricular, and residence life. Counselors seek to help each individual attain optimum social/emotional and spiritual development. They work with individual students to learn more about their abilities, interests, and aptitudes while encouraging consideration of biblical principles as a basis for making wise choices. Counselors encourage students to take responsibility for their lives with the goal of bringing behavior, thinking, relationships, and emotions in line with God's expectations.

Dalat International School has a guidance office and a staff of counselors to assist with meeting the academic, emotional, spiritual, and social needs of students. Staff includes a guidance coordinator, high school/college counselor, middle school counselor, and an elementary counselor who are available to work with students and their families in assessment and psychological counseling. In addition to individual counseling, group guidance sessions are provided on a variety of topics including new student groups, preparing for departure, college and career guidance, decision-making, personal safety, and academic scheduling. The guidance office has a library for parents and students and a college guidance center with catalogs, test study guides, information on finances, and a conference room. The guidance office provides resources via the school's website and has a number of publications available to students and parents. Special workshops are provided to assist students in the college and career process and in preparation to leave high school.

To help students achieve academic and life success, counselors work collaboratively with the professional staff of the school. Consulting services are available to parents who want additional information and support concerning their children.

At the time of admission, parents agree to the following: We give permission for our child to receive academic and/or personal counseling by a counselor at Dalat International School. As parents, we will be provided with necessary and relevant information regarding ongoing, long-term counseling as appropriate and consistent with the counselor's ethical responsibilities toward the student. Confidentiality does not apply to situations of reported or suspected child abuse, or in situations in which the student may harm him/herself or others and/or is in danger of being harmed.

Learning Support

We believe God has created each child with inherent capabilities and that each child is invaluable. We recognize that God has placed us in the position to help these students become all that He would have them be. We recognize that as a school, a small percentage of our students will have special educational needs. Dalat International School is committed to meeting the individual needs of these students to the best of our ability. We believe that every child with special educational needs has the same entitlement to receiving a broad, balanced, and relevant curriculum.

Parent Discussion Groups

Meetings are held throughout the year to help parents with real-life issues. These discussion groups are announced through the *Dalat News*.

The Learning Support program provides educational assistance to students with mild to moderate learning difficulties. The goal of the program is to provide support and consultative services in Grades K–12 that develop independence for students in their classes and to achieve success in their learning. A range of services such as educational and behavioral assessments, classroom observations, individual education plans, individual or small group instruction, class-based support, homework assistance, as well as consultative advice and support to classroom teachers and parents may be provided. A support plan will be developed for all students who have been identified via educational and/or medical evaluation as needing regular support. The plan will be developed and supervised by Learning Support personnel.

Services are provided by the Learning Support teachers, who work in close partnership with the staff and parents, in order to help students reach their full potential and experience success in their learning. The Student Services team may provide a recommendation to parents that their child needs an educational assistant in order to be successful at Dalat. It will be the parent's responsibility to pay for the educational assistant, but the Student Services team gives final approval on the person hired. The educational assistant will be under the direction of Dalat staff.

Acceptance into Dalat International School and the Learning Support program is at the school's discretion.

Tutoring

In a few cases, students may need reinforcement in certain areas beyond what can be covered in class or in after-school sessions with the teacher. Teachers may recommend the student to the high school peer tutoring program, which takes place during X block and after school. Peer tutoring is not for pay.

Separate from the peer tutoring program, Dalat high school students may tutor younger students on campus for pay, outside of school hours. Arrangements should be made directly between the parent and the tutor. Other people are not allowed to tutor on campus for pay.

Dalat does not make arrangements with off-campus tutors. However, if you need information on tutors in the area, please contact the guidance office or Learning Support department for contact information. Dalat does not supervise or guarantee the quality of instruction given by off-campus tutors.

To avoid a position of conflict of interest for teachers at Dalat International School, teachers may not tutor students for pay or gifts given in lieu of pay.

Health Services

A registered nurse is employed by the school to provide limited services to students in need of medical attention. Basic health checks and eye exams will be coordinated regularly by the nurse for students in Grades K–4. The nurse is on duty from 8 a.m. to 4 p.m. If the nurse is not in the clinic, please go to the school office.

Technology Department

The Information and Communication Technology (ICT) curriculum at Dalat International School provides a broad perspective on the nature of technology, how to use and apply a variety of technologies, and the impact of ICT on self and society. Students in Grades K–12 will be

encouraged to grapple with the complexities, as well as the advantages and disadvantages, of technologies in our lives and workplaces. The ICT curriculum is not intended to stand alone, but rather to be infused within core courses and programs.

Library

The mission of the Dalat library is to raise students who are passionate readers and who embrace the technological tools that help prepare them for the future. We encourage students in this mission by creating a resource-rich environment in which they can develop their critical thinking and creativity as they research, study, collaborate, and communicate.

The library contains the ES, MS, and HS collections and is open Monday through Friday on school days from 8 a.m. to 5 p.m. Young children and ES students must be accompanied by a parent or teacher while in the library. Typically the Dalat library is open during school holidays Monday through Friday from 8 a.m. to noon and 1 to 4 p.m. Occasionally it may be closed during school holidays, so please call ahead to the Dalat main office before coming.



Parents of Dalat Students

may use the library and check out books for personal use.



The Dalat library's collection of over 50,000 items is available for students, staff, and the extended Dalat community to borrow and use for their academic and personal pursuits. The loan period is generally two weeks for books and magazines with an option to renew an item if there is not a reservation pending for it. Library patrons must have a student, staff, parent, or DLRC library card to borrow items and use them outside of the library. Dalat's online public access catalog (OPAC) is searchable from school, home, or personal mobile devices. Please ask a library staff person for your log-in user ID and password to access your account. Dalat subscribes to a variety of online resources to help meet our community's reading and research needs. Passwords are available to access these resources.

Quiet talking and group collaboration is permitted in the library. Loud socializing is not appropriate, and students engaged in such behavior will be directed to leave the library. However, large numbers of students all working on homework or projects and talking quietly may together create a general level of acceptable library noise. Study rooms are available for patrons who wish to be undisturbed by the common library atmosphere.

Computer, tablet, and iPad use in the library must abide by the Dalat policy for use of electronic devices. Because the public computers in the library are primarily for educational purposes, there is no gaming in the library even after school hours. During school hours, students may use a device to work on school-related items only. This includes checking their student email or doing research online.

Food and drink other than water bottles are not permitted in the library for the protection of the library collection. Patrons who must make or receive a phone call should step outside of the library to converse. No running or playing is allowed in the library. With everyone's consideration and respect for the library property and other patrons, the library will remain a haven for the growth and development of our students and community.

Student Services (cont.)

Dalat Learning Resource Connection for Home Education (DLRC)

The DLRC for Home Education serves families living in Penang who are educating their children at home. The DLRC provides ways for these families to be integrated into the Dalat community through a variety of services and opportunities, including the following:

- full access to the Dalat library including online resources
- full access to the DLRC resource library
- option of auditing single classes taken on campus (middle and high school)
- option to participate in after-school clubs and athletic programs
- academic testing services
- homeschool/TCK consultation services at Dalat
- college/career counseling services at Dalat
- assistance with homeschool record keeping and transcripts

The DLRC also supports families serving throughout Asia as a member of Services in Asia for Family Education (SAFE), which is a network of schools, agencies, and educational consultants offering a variety of services and opportunities to member families.

Cafeteria Services/Lunch Program

The school cafeteria offers a pay-per-semester lunch program that provides a buffet-style Western and Asian entree each day, which includes a starch and vegetable option, salad bar, drinks, and dessert. Students may take one tray of food each day, and portions of the main entrees are sometimes limited. Students are encouraged to take what they are able to eat so as not to waste food and to keep the cost of school lunch affordable for all patrons.

At the beginning of each semester, all students are automatically enrolled in the pay-per-semester lunch program. If parents do not want their student enrolled in the pay-per-semester lunch program, they are encouraged to inform the school before the semester starts. By default, all students are signed up for the pay-per-semester lunch program (similarly for semester snacks). Parents who wish to withdraw their child from the pay-per-semester lunch program must do this via the parent portal in PowerSchool by the stipulated deadline from the start of semester. An email will be sent to the parent once the lunch/meal option is successfully changed. The email must be retained by the parent as proof of lunch/meal choices for future references. Accounts will not be reimbursed if students who are registered withdraw from school lunch.

Students who do not choose the pay-per-semester program will be automatically enrolled in the pay-per-day lunch program. These students have access to the school lunch program, but are charged each time they take a school-provided lunch at a slightly higher rate per meal than the pay-per-semester program. This allows all students access to the lunch program, even if they choose to take a school-provided lunch only occasionally.

Students may also bring their own lunch to school and eat in the cafeteria facility. They may have access to water and utensils, but not other items such as drinks, desserts, sandwiches, ice cream, or fruit. If a student takes food from the cafeteria without having paid for it, they may lose the privilege of eating in the cafeteria. If a student forgets to bring their own lunch on a particular day, they may purchase lunch at the pay-per-day rate. Proper etiquette and behavior is expected at all times in the lunchroom. Adults are on duty for assistance.

Students check in with the lunch teller using their student ID card or a facial recognition system prior to being served lunch. Student ID cards are scanned by the teller and recorded by a computer, and their student account is billed accordingly, depending on the lunch program in which they are enrolled. Students who desire a second portion may go through the food service line and have their student ID scanned again. Upon scanning, the student's account will be charged for the second portion at a reduced rate. Students who bring their own lunch are admitted into the main dining hall without scanning. No student will be admitted to the food service areas without their student ID. Students who lose or damage their student ID may purchase a replacement from the school office.

Student ID Cards

All elementary, middle, and high school students will receive a student ID card. The card is the property of the school. Students in middle and high school must carry the card at all times. Elementary ID cards will remain with the teacher and be given out for the Dalat lunch and library programs. The only person allowed to use a student's ID card is the student identified on the front. Any student who attempts to use another student's ID card will receive appropriate discipline.

Touch 'n Go Cards

High school and middle school ID cards can be used to store money for use with Malaysia's Touch 'n Go program. The card may be used by a student as their:

- regular student card (which students must carry with them at all times when at school)
- library card

Additionally the card may be used to purchase items at the following locations:

- cafeteria (for daily meal purchases only)
- junior class store and the Student Government store
- uniform store
- at the school's main office for cash purchases
- anywhere in Malaysia where Touch 'n Go is accepted

Students can reload the card at the main office, the finance office, or at any regular Touch 'n Go reload kiosk (e.g., petrol station, mini markets, bank ATMs, etc.). A 50 sen fee will be charged for every reload.



Students who lose their ID cards must come to the main office and complete a lost card form. Every student must return their ID card to the school when they graduate/end their studentship. Students can then transfer any remaining balance on their ID card onto their new Touch 'n Go card. Alternatively, the student may exhaust the remaining balance on their card before returning it to the school. Every student will get a new card when they first enroll in middle or high school.

Upon ending of studentship, students are advised to exhaust any credit amount in the card. Credit balances will not be refunded.

* *The School is in the midst of upgrading its student cards. New students (from 2023) onwards will no longer receive Touch n Go enabled student cards.*

Spiritual Life

Dalat International School offers weekly chapel services for each division. These chapels mix fun, music, and truth-seeking from God's word. Each semester, a Spiritual Emphasis Week (SEW) or Missions Emphasis Week (MEW) is sponsored by the spiritual life department with special morning and evening chapels featuring a guest speaker. Opportunities for baptism and discipleship are available throughout the year for those who are interested. Student spiritual leadership activities are offered through academic courses, small group meetings, and student-led worship nights. There is also a mentoring program where individual students and student groups meet weekly with staff to build relationships that promote growth.

Short Stay in the Dorms

Dalat's residence life division offers a short-stay program to provide supervision and accommodation to day students whose parents need to be away from Penang for a short time.

- Short-stay application forms are available online. Applications should be filled out by the parents and submitted to the short-stay coordinator at least two weeks in advance of the request.
- Applications will be considered on a case-by-case basis by the program coordinator. Not all short-stay requests may be approved as available space and dorm dynamics are considered when processing applications. Short-stay boarders are not scheduled during the first and last weeks of each semester, holiday weekends, or when the dorms are closed. Short-stay applications may request a specific dorm, but we do not guarantee placement in the dorm of their choice.
- The maximum stay allowed is 10 days total per semester, unless an exception is granted by the Residence Supervisor.
- The fee for a short stay in the boarding program is listed on the website and application form and will be charged to the parents' school account. This fee includes lodging, meals, dorm snacks, towels, and linens. If the dorm happens to have a special activity or trip planned during the student's short stay, the student may be asked to pay their own expenses. If a student is left in the dorm beyond their reservation date without communication from the parents, there will be a 25% increase per additional day added to the daily rate.
- Communication between parents and dorm parents is crucial to ensure a positive experience for short-stay boarders. At least one parent is expected to personally meet with the dorm parents before a student is left in the dorm.
- Short-stay boarding students are required to sign a commitment form indicating their desire to support and obey Residence Life guidelines and staff.

Student Activities

Elementary KICs (Kids Interest Clubs)

The school offers an afternoon activity program for students in Grades 1–4. Different clubs are held Monday to Thursday after school. Activities vary each quarter. School staff offer and supervise the clubs for which students sign up. Clubs often include arts and crafts, games, music, and sports. For more information about after-school clubs, please contact the club coordinator or see the school website.

Elementary Playground

Students are encouraged to show respect for themselves, others, and school property. They should stay within the recess area (classrooms, dorm areas, and lower campus are off-limits without special permission). Students are expected to refrain from fighting, rough play, and dangerous activity (climbing on trees, standing on swings, climbing on tops of slides or tunnels on playground equipment, etc.). Guidelines for use of the play structure are posted next to it. Only Grade 2 students and younger are allowed on the playground equipment in the elementary courtyard during the school day. Students in Grades 2–4 may use the play equipment in front of the middle school with supervision. Students are not allowed to ride bikes, scooters, or skateboards during recess. All play equipment should be returned at the end of recess.

Play Structures

The play structure between the basketball court, tennis court, and the CASTLE is for students in Grades 2–6 during the school day. The play structures in the elementary compound are for preschool to Grade 2 students during the school day. The balcony slide is for elementary students only. The ladder to the balcony slide is for Grades 2–4. Younger students must use the CASTLE steps to access the slide. Both playgrounds are accessible to all elementary students after school with adult supervision.

Athletics

Elementary students participate in sport programs within KICs. Groups might play matches with Penang schools periodically during the school year.

Grades 5–6 students can participate in D-League, an intramural sports league that offers basketball, soccer, and volleyball during the school year. Signups are conducted on a three-season basis through the athletic department.

Grades 7–12 students participate in interscholastic teams representing Dalat in local leagues and matches with schools and clubs in Malaysia and internationally. Age groups and number of teams depend on the number of interested students. Varsity and junior varsity teams are selected through the tryout process. Middle school teams should not have cuts, but availability is based on interest and staffing.

Sports rotate based on a three-season format during the year. Season 1 runs from August to late October. Season 2 is from November to mid-February. Season 3 is late February to May. Registration and tryout information are communicated by the athletic department.

Sports offerings are dependent on student interest and available staffing. For more information, see the *Sports Handbook*.

Play Structure Safety Guidelines

- Finish eating before playing
- Be careful and play safely
- Use the equipment as intended
- Climb inside and not on top
- Run on the grassy area only
- Take care of the cushioned surface
- Have lots of fun!

Music

Music is an essential part of every level of Dalat’s educational program. Music instruction at each level is designed to help students build musical skill, literacy, and appreciation.

Music instruction for elementary and lower middle school children includes regularly scheduled music classes, which meet twice each week. Preschool through Grade 5 students learn the elements of music through singing, moving, listening, and playing pitched and nonpitched instruments, as well as learning to read basic music notation. Creative activities and performance provide them with opportunities for self-expression. Each student in Grades K–5 has the opportunity to be involved in at least one concert per year.

All Grade 6 students begin playing band instruments and progress to higher levels of band in Grades 7 and 8. Students who are new to Dalat in Grades 7 and 8 also have the opportunity to learn an instrument in the Beginning Band program. Other music ensembles such as choir or jazz band are offered as part of the middle school X block program as scheduling permits.

At the high school level, students may continue with instrumental music in the Concert Band and Jazz Ensemble and with vocal music in the Concert Choir and Vocal Ensembles. Students may also participate on school worship teams.

All middle school and high school bands and choirs perform at least once per semester.

Student Entrepreneur Program (Venture)

Dalat high school encourages the development and implementation of student businesses. In the Dalat Venture Program, students work with both the program coordinator and a mentor to fulfill the program requirements. Upon successful development of a business idea, students are issued a Dalat Venture License. Any student who wishes to market and sell products or services directly on the Dalat campus or to utilize communication platforms in any way must have a valid Dalat Venture License.

Impact Program

Dalat International School believes strongly in fostering hearts of compassion and service in our students. While this is achieved in many ways, it is programmatically achieved through the Impact program. The Impact program is contextually implemented cross divisionally in elementary, middle, and high school. The Impact program focuses on serving in three areas:

1. Impact Here — Service on the Dalat campus
2. Impact Near — Service on the island of Penang
3. Impact Far — Service off the island of Penang including international Impact trips

High School Student Government

Dalat International School's student government exists in order to:

1. Set an example of Christ-like leadership in and out of school.
2. Encourage and support the school Flagships and Student Outcome Statements (SOS).
3. Lead in the development of community, both through the preparation of and participation in school events.
4. Promote the welfare of the student body.
5. Develop leadership skills in students.
6. Give appropriate structure for communication between the student body and school administration.

Student Government Structure: Student Government is the overall leadership structure of the student body. It is comprised of Class Executive Committees, the Dorm Council, and the two members of each class chosen to participate in the Principal's Advisory League.

Class Executive Committees (Ex-Com): Each class will have an Ex-Com tasked with leading their class in events and activities throughout the year.

PAL: The Principal's Advisory League (PAL) is made up of two students from each grade that represent concerns of the student body to the principal and help with communication to the student body. They meet weekly with an advisor at lunch to determine priorities.

The freshman and sophomore classes will each be assigned two sponsors. The sponsors will work with the student leaders to organize class events and learn how student governments function.

Junior class (Grade 11) sponsors are chosen at the end of the sophomore year (Grade 10) by the high school principal. One class meeting is scheduled for sophomores before the conclusion of the second semester to enable the sponsors and their class members to make initial plans for the coming school year. These sponsors remain with the class through the duration of their junior and senior years.

Each class will hold elections for offices including president, vice president, treasurer, secretary, with the possibility of additional positions appropriate to the needs of the class (e.g., members at large). Class officers will be expected to participate in the

The Junior and Senior Class Experience

is designed to teach students real-life skills in leadership, entrepreneurship, budgeting, event planning, service to others, and community.

Check the school's homepage for an updated list of future events on the school calendar:
www.dalat.org



leadership retreat at the beginning of the school year. For more information, refer to The Junior and Senior Class Experience handbook for parents.

Any student on academic probation may not run for office. Student officers placed on academic probation during the school year may lose the office to which they were elected.

Each year the junior and senior classes have a variety of responsibilities involving meetings and activities. Students are strongly encouraged to attend these events. During the junior year, activities focus around operating the junior class store, fundraising events, and preparations for the Junior Senior Banquet (JSB). Senior year activities involve a senior trip and preparing for the various programs during graduation week. Each member of the senior class is excused from two days of school to enjoy the Senior Sneak with their class sponsors. Students who do not attend the Sneak may not come to school while their classmates are away. Senior participation in graduation week events is required.

Special Events

Open Houses

At the beginning of the school year in August, parents are invited and encouraged to attend one or more of the divisional open houses. Parents visit classrooms and dorms, visit with teachers, learn about the curriculum and instruction, and experience other important aspects of school life. Dinner and/or refreshments are provided.

Orientation and Transition

The school provides many events to support transition and get students and parents ready for something new. These may include New Student/Parent Orientation, New Parent Breakfast, PTO parent gatherings, parent discussion group, senior leadership retreat, senior transition retreat, university planning night, junior-senior class experience for Grade 10 students, elementary sneak peek, eighth grade trip, middle school orientation, middle school retreat, and many others throughout the school year. Check the school calendar and watch for reminders in Dalat News on Fridays.

Spiritual Emphasis Week (SEW) and Missions Emphasis Week (MEW)

SEW is held in the first semester and MEW in the second semester to focus our community on spiritual matters. Coordinated by the spiritual life director, special speakers are invited and a variety of worship activities planned around a theme. All students are required to attend the school-day sessions and encouraged to attend the evening sessions. Evening sessions are open to the entire Dalat community. Teachers reduce homework during these focused weeks to allow students and their families time to attend the evening sessions. Sporting events are also reduced during these weeks (no scheduled games, shorter practice times).

Eagle Games

Typically in the fall, high school students participate in a day focused on team games and activities. The student body is divided into four “houses” to participate in challenges that develop camaraderie and community. This is held during a regular school day, and participation is mandatory.

Elementary Sports Day

Each year the elementary school participates in a sports day on campus, organized by the PE department with the help of parent and staff volunteers.

Christmas Banquet

The Grade 10 student government hosts a Christmas Banquet for all high school students in December. The occasion is semi-formal, and students may choose to invite other current high school students as dates.

Music Concerts

The middle and high school bands and choirs schedule performances several times a year. The entire elementary school customarily presents programs each semester. All parents are invited to attend these events.

The high school band and choir usually participate in performance tours away from Penang each year. These tours involve travel to other cities, usually outside Malaysia, and may take three–five days to complete and include a weekend.

Drama Productions

The high school drama club presents a drama production each semester. Middle school drama is part of the X block program. All parents and others in the community are invited to attend.

Battle of the Books

Elementary students in Grades 1–4 spend at least six weeks working in teams to read books assigned to their grade level. A competition event called Battle of the Books is held at the end of the six weeks asking students to answer questions about the books. Prizes are given to one winning team in each competing grade. Parents are also encouraged to attend the “battle” and cheer for their students’ teams.

Dalat Junior Honor Society and National Honor Society Induction

During second semester, qualified students are inducted into the Dalat Junior Honor Society (DJHS) for Grades 7–8 and the National Honor Society (NHS) for Grades 11–12. Parents of nominees are invited to attend. For a detailed description of the National Honor Society, visit the website at www.nhs.us.

Where Do Students Park?

Students who drive to school should park on the upper field. The spaces in the lot on lower campus are reserved for visiting parents and guests.

Campus Access During Special Events

Campus will typically be open 30 minutes prior to the start of a special event and 30 minutes after the event is completed. Students and parents should not be on campus earlier than 30 minutes before or later than 30 minutes after the event unless prior arrangements have been made with the supervising teacher or staff member. Check Dalat’s website for an updated list of events on the school calendar page at www.dalat.org.

Junior Senior Banquet

The Junior Senior Banquet (JSB) is held in April and is sponsored by the junior class (Grade 11) in honor of the senior class (Grade 12). Only Dalat International School seniors, juniors, sophomores, and staff may attend. The banquet is held in Harbor Hall and involves decorating the hall with a theme, speaking words of encouragement to the seniors, and honoring their contributions to the school. JSB is typically an event in which students can ask each other to attend as dates, however students may attend as a single or a group.

Food and Fun Fair

Each year, the PTO hosts various community events including the Food & Fun Fair. They provide opportunities for the extended Dalat community to come together for food, games, and other activities. Specific dates and ways to be involved will be announced through PTO meetings, Dalat News, and the Daily Bulletin.

Volunteer Recognition

Volunteers are an important part of making our school run well and provide valuable opportunities for our children. Before the end of the school year, volunteers are recognized for donating their time without pay to carry out activities within the school.

Fine Arts

Performances and exhibitions in quarter 4 celebrate the culmination of all the hard work for students involved in music, drama, and the visual arts. Families are invited to performances, exhibitions, and events to honor our students' commitment to performing and visual arts.

Graduation Week

The week of graduation is full of activities and special events for graduating seniors, their parents, staff, and invited guests. Detailed information about date, time, location, and formality of the event is provided to parents and staff and on the school website. Events during this time include Senior Chapel, Senior Wills, Senior Tea, awards assembly, Baccalaureate, and Commencement.

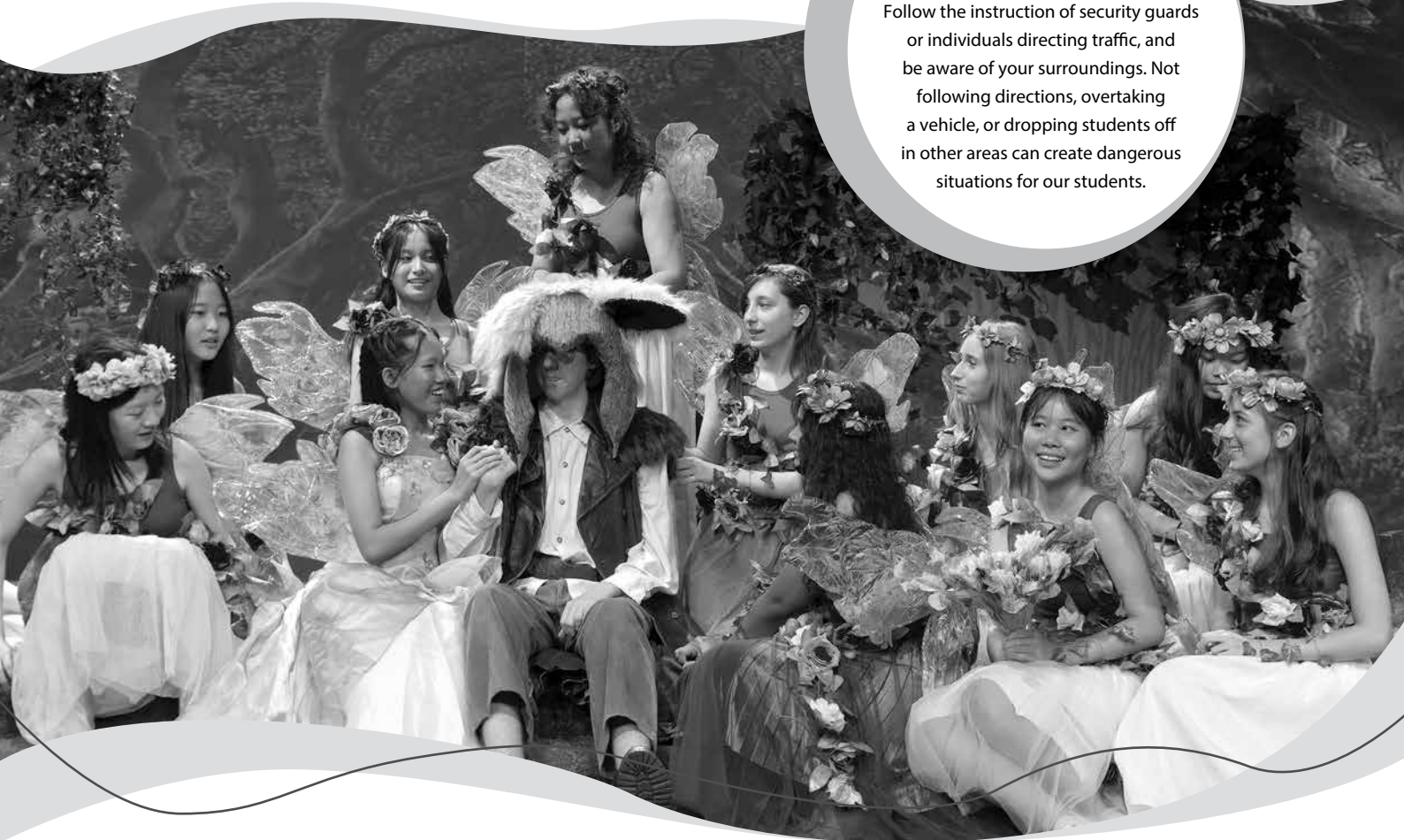
Annual Fund

See the Fundraising Policy section under "General Guidelines."

Please be patient!

Parents, please be patient during pickup and drop off times.

Follow the instruction of security guards or individuals directing traffic, and be aware of your surroundings. Not following directions, overtaking a vehicle, or dropping students off in other areas can create dangerous situations for our students.





School Office Hours

School days,
8:00 a.m. to 5:00 p.m.

General Guidelines

Visitors

Guests are welcome at Dalat. All visitors must sign in at the front gate and proceed to the front office to receive proper identification for their time on campus. Visitors on campus during school hours should be respectful and not disrupt learning.

The school reserves the right to enforce stricter guidelines on visitors who have not/do not follow expectations, including removing the visitor from campus.

Elementary Parties

In the elementary school, parents may send prepackaged, single-serve food items to their child's class for a birthday celebration. Please do not send presents or provide entertainment for your child or any of the other students. We are happy to recognize your child's birthday during snack recess, free time, or after school hours. Please be sure to make arrangements ahead of time with your child's teacher if you will bring in a treat, and please be mindful of children with allergies and/or dietary restrictions.

End of year classroom parties are at the discretion of the teachers. Parents are welcome to help and may be invited to attend depending on expectations and guidelines set forth by the classroom teacher. Elementary school does not host graduation parties.

Lockers

All students are issued lockers. Students are responsible for damage to their lockers. Students should not open another student's locker without permission from that student. High school students should store valuables in their locker only if it is locked.

Students may not attach anything to the outside of their lockers.

Office

The school office offers general services to students, staff, and Dalat families. It is open from 8 a.m. to 5 p.m. Monday through Friday.

Students may not enter the office beyond the receptionist counter without permission. Students are not allowed to go into the staff lounge.

Permission to Enter Dorm Building

Dorms are personal homes and should be treated with respect. Dorm parents welcome visitors but also need to protect the privacy and home environment of the dorm students.

Students may not be in the dorm during the school day. Dorm students, including those on open campus, wishing to enter the dorm during school hours must go to the office and receive written permission from an administrator. The office will receive permission from the dorm parents or find someone to accompany the student to their dorm. Any student going into the dorm areas without written permission will be given an automatic detention.

Day students should not be in a student's room without the dorm parent's permission and the permission of at least one of the students who lives in the room.

Gymnasium & Sandycroft Guidelines

In the effort to keep the school athletic facilities clean and functional, no food, drink, or chewing gum is allowed inside the facilities. Shoes must be worn for all activities. Clean, non-marking, rubber-soled athletic shoes are the only type allowed on the surface. Shoes with marking soles such as dress shoes, boots, sandals, and marking soles will leave marks that might not be able to be removed.

Students are not allowed to use the gymnasium, equipment inside, and/or The Wreck without the direct supervision and/or approval of a staff member. Students may check out sports equipment during the school day by going to the PE office and asking a PE teacher. Equipment must be returned when they are finished or the privilege will be lost. Students are not allowed to take anything from the PE facilities without permission from a PE teacher.

Heat Illness Prevention

The heat illness policy is intended to provide general guidelines for preventing, assessing, and dealing with heat-related illness in students.

Heat index is a statistic that combines temperature and humidity. It is intended to show what conditions “feel like” for the body. With the high humidity levels in Malaysia, the heat index is a more comprehensive number for addressing heat illness.

In order to protect our students from the heat, Dalat has a policy in place to give guidance to teachers and administrators during the hottest times of the year.

Dalat offers air-conditioning in all classrooms and most facilities, serving as the primary protection from heat and air pollution. During the school day, students are protected from extended exposure to the heat.

Below are the guidelines specific to elementary students.

Elementary Heat Index Policy	
32-39	No modifications necessary. Students will be encouraged to drink more fluid.
40-50	All applicable staff will be advised regarding the heat and instructed to have students play in shaded areas while outside. Playground monitors will encourage students to drink plenty of water and will carefully observe that children are not over-exerting themselves. PE/Sports KICs teachers will allow for frequent water breaks as well as limit the amount of physical activity done in direct sunlight.
51 and above	All applicable staff will be advised regarding the heat and instructed to have students play indoors during recess times. Teachers will encourage students to drink plenty of water throughout the day. PE/Sports KICs teachers will allow for frequent water breaks as well as limit the amount or modify the type of physical activity done outdoors. If there is not sufficient shading, PE classes/Sports KICs will be moved indoors.

Coaches should follow procedures for preventing, identifying, and dealing with heat-related illness in athletes.

- Check the heat index level on Dalat’s intranet page before practice or games.
- Based on heat conditions, take into consideration two factors: 1) danger levels and 2) significance of practice/ game.

- Significance of practice/game: Major sporting events like soccer tournaments cannot be canceled due to heat, under normal circumstances. Coaches and the tournament director should be aware of heat conditions and make changes to the format to account for it, like providing shorter game halves, periodic water breaks, fewer games, etc. Minor sporting events like a practice or friendly match can be delayed, postponed, or canceled if conditions warrant it.
- Coaches are responsible for monitoring heat index levels and responding according to procedure. The athletic director has the ability to make an overriding decision for each sports team.
- Coaches must remember all athletes respond differently to heat. Weight, fitness level, acclimatization, and general fitness are factors to consider.
- Practicing or playing in direct sunlight will receive the maximum level of heat index levels. Tennis courts and cement can increase temperatures by 10–15 degrees.

The chart for determining heat index is found in the *Sports Handbook*.

Haze Policy

The air in Penang is generally clean and clear. Periodically the Air Pollution Index (API) does creep up into unhealthy levels, usually in September and October. When that happens, Dalat uses these Malaysian Ministry of Education (MOE) guidelines and input from other local schools and agencies including the Department of Environment, local media, etc. An important indicator will be the Air Pollution Index (API), and action will be taken according to the API levels with the following guidelines:

AQI LEVEL (10-minute average reading)	DECISION GUIDELINES
0-99	School activities as normal.
100-149	Restriction of activities for high-risk students and staff.
150-169	Outdoor activities limited for elementary students.
170-199	Elementary and middle school outdoor recess canceled. KICs, youth sports, D-league, U13/MS practices, all games canceled with AQI reading and notification to coaches at 1:30 p.m. All JV/Varsity practices will be canceled with AQI reading and notification to coaches at 3 p.m. Training sessions in the weight room and film study sessions will still be allowed.
200-225	No outdoor activities.
Above 225 (one-hour average reading)	School closed and all activities canceled.

General Guidelines (cont.)

Dalat has its own air quality monitoring system on campus. It looks at ongoing changes in the pollution levels. Since this is located on site and updated often, readings from this machine will be used in the decision of when to cancel or modify activities, per the chart above.

The school also uses the API readings provided by the Malaysian Department of Environment. When air pollution is high enough to consider canceling school, data from multiple sources will be considered. The API readings measure five different pollutants in the air that can be harmful to humans. Four of them are carbon monoxide, ozone, nitrogen dioxide, and sulfur dioxide. The fifth one is a measuring of particulate matter (what you see) in the air. The API is calculated using averages for some of the pollutants but not for others. The API is not an average of these five pollutants, but instead is a reading that indicates the highest pollutant at that time. This means you can have a high API reading and possibly minimal haze (particulate matter) or the other way around. It also means that there may be a delay from the time the haze levels rise or fall to the time when the readings indicate the need to take action. For this reason, decisions must also include the head of school's best judgment and common sense as current conditions in Penang may not be fully represented by the API index published in the media.

Haze policies:

- When school is canceled, the school will not require students to make up the attendance later in the semester or the year. Dalat has a fixed graduation date and a full activities calendar that create difficulties in allowing for make-up days.
- To make sure that the curriculum does not completely stop on haze days, students may be asked to do work or assignments while at home.
- Because weather conditions may change dramatically in 24 hours, the school will not decide to close for more than one day at a time.
- The MOE directives are part of the decision to close, but are not the only aspect of the decision made by Dalat. The MOE must consider the fact that many of their schools have open air classrooms when making their decision. Dalat, like most international schools, has air-conditioned classrooms. For this reason, some international schools will decide to continue school even when there is an MOE directive to close.

If Dalat decides to have classes, and parents feel that the conditions are not suitable for their child, they may choose to keep their child home that day. The school understands that parents have different comfort levels with the haze and wants to respect all parents in doing what they feel is best for their child.

When the school closes, Dalat has the following procedures:

- Dalat will communicate to parents via email and SMS by 7 p.m. regarding school closing the next day. The school understands that parents need to make arrangements regarding child care for the next day and so the decision will be made based on the information available prior to 7 p.m.

- An email will be sent by 9 a.m. on the "haze day" to students (in MS and HS) by their teachers with any assignments or activities to do for the missed school day. HS and MS students are therefore required to check their emails by 9 a.m. on a "haze day." ES students will have an email sent to their parents explaining any possible activities they should do during the day.
- Any assignments given earlier in the week (prior to the haze day) and due on the day(s) following the "haze day" can still be required by the teachers. If there is any doubt, students should clarify with their teachers via email and not make other assumptions.
- Students will not be asked, or required, to come to campus for any assignment or to collect textbooks.

Personal Property/Lost & Found

It is important to keep track of all items brought to school each day. Labeling all clothing, belongings, and band instruments with the student's name helps ensure the return of the item. A lost and found shelf is located in the breezeway between the Student Center and Guidance office.

School Property

Students can be held responsible for damage that occurs to school/dormitory property and/or equipment through acts of negligence, misuse, or vandalism. A charge will be assessed for the cost of repairs or replacement to the parent's account.

Personal Gifts to Teachers

Dalat teachers and staff are not allowed to accept personal gifts valued over RM150. If you would like to show appreciation to one of your child's teachers, a thank you note or a small gift is acceptable.



Fundraising Policy

Fundraising benefits both the giver and the recipient in many ways, and Dalat encourages generosity toward internal and external communities. Students at Dalat are encouraged to give generously of their time, talents, and finances. Fundraising is a great way to do that.

At the same time, the school seeks to avoid an overabundance of fundraising causes and activities in our community. With a balanced approach that values sharing our support and resources wisely, Dalat has created the following policy to manage school fundraising efforts:

- Fundraisers that benefit the whole school, such as the Annual Fund and capital campaigns, will take priority over other fundraising events and activities. The School Management Team has also approved several recurring campus-wide fundraising efforts by the junior class, Parent Teacher Organization (PTO), IMPACT, and Dalat Athletics Booster Club (DABC).

Annual Fund: Teachers and school departments submit requests to the School Management Team for items, projects, and added improvements to the school that support our children's education and environment. During

the fall semester, the Advancement Department facilitates a schoolwide fundraiser when our community is asked to help fund these requests. All parents, students, staff, and alumni are encouraged to participate.

- Additional school and student outreach and fundraising will focus on supporting people who are underprivileged or "less noticed" throughout our region. Additional fundraising initiatives must be approved by the School Management Team and the Advancement Department.
- Fundraising to support individual students or families will not be officially sanctioned or approved as part of Dalat's campus-wide activities.
- Individuals using crowd-funding tools for fundraising may not use the name of Dalat International School in their campaigns. We also request that individuals include a brief statement saying that "Dalat International School doesn't endorse this event/fundraiser for school-related purposes" in any individual campaign.
- Fundraising requests must be submitted to the Advancement Office, which is responsible for submitting requests to the School Management Team for approval, scheduling events, and tracking fundraising activities.



High School Academics

North American Terms for High School Grade Levels

Freshman = grade 9
Sophomore = grade 10
Junior = grade 11
Senior = grade 12



Diploma

The **High School Diploma** includes the following

English	4.0 credits
Math/Science (2 Math and 3 Science or 3 Math and 2 Science)	5.0 credits total
Social Studies	2.0 credits
Media Literacy	0.5 credits
Bible	0.5 credit each semester of enrollment
Fine and Applied Arts	1.0 credit
Fitness	1.0 credit
Additional Credits	6.5+ credits
Total	24 credits

All students will be expected to complete 10 community service hours each year of enrollment.

Advanced Placement (AP) Courses

Advanced Placement (AP) level courses offer students the opportunity to do university-level work in high school. The courses are available to qualified, motivated students in Grades 10–12. Students who wish to earn university credit must register and successfully pass the AP exam administered in May. All Dalat students taking AP courses are required to take the corresponding AP exam unless they fail the class. Registration for AP courses requires a commitment to academic achievement, an understanding and acceptance of the time and amount of work the course involves, teacher recommendation, and meeting the established course prerequisites as outlined in the Dalat Curriculum section of the school website (www.dalat.org).

Students enrolled in an AP class do NOT receive grades based on a weighted scale. These courses are understood globally to be rigorous and demanding and will require significantly more out-of-class time (approximately two hours of study per one hour in class). Students will need to balance the rigor of the class with their course load, extracurricular commitments, and other responsibilities.

Due to the rigor of AP courses, Dalat has placed guidelines on when and how many AP courses students may take. Students in Grade 10 may take one AP course with teacher approval from the following selection: AP Chinese Language & Culture, AP World History, AP Statistics, AP US History, and AP Music Theory. A second AP class may be taken with teacher and guidance department approval. Students in Grades 11 and 12 may take three AP courses with teacher and guidance department approval chosen from the selection of courses offered at Dalat or through approved online providers. Students wishing to take a course through an online provider must have prior approval from the guidance department, Online Learning coordinator, and high school principal. Courses taken online will be approved only if the course is not offered at Dalat and if the course is one in which the student has shown aptitude and interest. Students who are taking an AP class may be required to have a study hall in their schedule. Those students with three High Rigor Courses (either AP or GCU 7-week classes) will be required to take one year-long study hall. Study halls must be used for general study and to offset the rigor of scheduled classes and may not be used for auditing a class without prior approval from the Guidance Department. Students wishing to audit a class must have prior permission to do so either from the Guidance Department or from the DLRC coordinator if they are in the DLRC program at Dalat.

Students enrolled in AP courses will be required to take the corresponding exam in May. Registration for AP exams is conducted by the school, and the student's family account will be charged for the cost of the exam. Dalat will not order an exam for a student who has not taken the course (the only exception is AP Chinese Language & Culture or another test that matches the mother tongue/passport language of the student's family). Students who choose to pursue AP courses on their own time, and sit for exams at another school, will not have those courses or exams count toward Dalat's transcript or recognition of the AP International Diploma.

Dalat proctors AP exams only for Dalat or DLRC students.

Course Credit

The American system of education uses Carnegie units. A Carnegie unit is a measure of time in which a student studies a subject during the course of a school year. A set number of credits are required in specific subject areas in Grades 9 through 12 to fulfill requirements for graduation and the American high school diploma. Students transferring from non-English speaking schools, or systems that do not use the credit system, will receive credit accordingly. One unit of credit is given for successful completion of a course that is normally scheduled for a 45-minute class period which meets five times a week for the duration of a 36-week school year.

Credit is awarded for the satisfactory completion of courses on the following basis:

- Full-year courses that meet 5 periods per week receive 1.0 credit.
- Semester courses that meet 5 periods per week receive 0.5 credit.
- A course must be taken in its entirety for credit to be awarded.

Dropping or Adding a Course

Only necessary changes may be made during the first week at the beginning of the school year. Changes for new semester-long classes may be made during the first week of the second semester. After meeting with the counselor, students will need to complete course change request forms and obtain parent signatures. Principal and/or teacher signatures may also be required.

Students may not drop full-year courses after the first week of the school year. A student dropping a full-year course for **extenuating circumstances** will receive a WF (withdraw failure) or WP (withdraw pass) on his or her transcript, depending on his or her grade status at the time of course withdrawal. GPA points will be given based on the grade at the time of withdrawal. No credit will be received for course withdrawal during the semester. When a student withdraws with an F in a class, the grade will be recorded in his or her GPA.

If, because of **extenuating circumstances**, the student must drop a full-year course at the beginning of second semester, he or she will receive a WP on the transcript, credit for the first semester, and GPA points that match their passing semester grade. If a student fails a course in the first semester, the student has the option of continuing the course with teacher's permission. If a student fails a course in the first semester and chooses not to continue, the course will not be recorded on the transcript for second semester (it will still appear as a failing mark in the first semester).

Students who drop a course during the semester will be assigned to the Guidance Department for the duration of the semester. Students who drop a year-long course at the end of first semester will be assigned to the Guidance Department for the second semester or may select another course with approval from the principal.

A student's schedule may be adjusted depending on need, feasibility, availability, and class size.

Credits to Graduate

Students need 24 credits to graduate from high school.

Transfer Credits

Students transferring into Dalat from other public and private institutions will have their transcripts reviewed by a school counselor. Those credits obtained at institutions accredited by recognized North American institutions, such as Western Association of Schools and Colleges (WASC) and Association of Christian Schools International (ACSI), will be included in the grade-point average (GPA). Any other coursework, including homeschooling and transfer credits with different grade scales, will be reviewed and considered toward Dalat graduation requirements with a pass/fail, but those credits will not be included in the GPA.

As an international school, we receive students from a variety of international settings and schooling systems. A student enrolling at Dalat will not be given full acceptance until all official transcripts have been received. We reserve the right to interpret and integrate the programs/grades of transfer students into a form that is appropriate and compatible to the curriculum offered at Dalat. Using this format as a guideline ensures that a student transferring from another educational system will receive a fair standing within his or her designated grade level at the time of admission. Dalat International School accepts the following transfer credit:

- 7 credits per year maximum.
- 2 credits maximum EAL credits substitute for regular English credits (unless documented otherwise, English from a non-English medium school counts as EAL).

High School Academics (cont.)



Dalat International School will not grant credit for vocational courses, driver's education, private music instruction, career exploration, or other courses that do not fall within the core subject and elective areas offered at Dalat.

Quarter credits are not used for transfer credit or for calculation of GPA for a full semester course.

To complete graduation requirements and accrue the necessary credits to graduate, a student is expected to be enrolled at Dalat International School for two semesters prior to graduation.

When a student is transferring from an educational system that is not recognized as compatible with the American curriculum and grade placement cannot be readily assessed, the student may be asked to take entrance testing. At the conclusion of a battery of English, reading, and subject tests, the student's grade level placement will be determined. A non-refundable entrance testing fee will be charged for this service. A second round of more specific class placement testing may be required, especially for math or foreign language classes taken beyond the introductory level.

Middle School Math Transfer

Students who were enrolled in and passed Algebra 1 or a higher math class at Dalat will have that course reflected on their high school transcript and excluded in their GPA (for a maximum of 3 credits). Both the credit and the grade will be reported unless parents request otherwise at the conclusion of Grade 8. Transfer students who have taken a high school math class in middle school and are able to test into the next math level may also have this course reflected on their high school transcript.

Summer School Courses

If a student chooses to enroll in enrichment courses during school holidays via correspondence programs, internet courses, and/or summer school in North America, the student must receive written **pre-approval** from the guidance office and the high school principal, and the course must be completed by the time school resumes. Courses taken may not replace core courses

in Dalat's curriculum (e.g., English, social studies, science, math, Bible) and will not be calculated for GPA. Successful completion of the course will be treated as transfer credit. It is the student's responsibility to bring the final certificate from the completed course to the guidance office before the transfer credit is placed on the student's school records.

- Students may apply for a maximum of 1 credit to complete during the summer, i.e., one 1 credit course or two 0.5 credit courses.
- Successful completion of the course with an 80% grade or higher will be treated as an elective credit. For example, students may take online social studies classes, but these may not replace the three credits that are required in social studies for graduation. Additionally, online courses may not be used to replace graduation requirement classes (e.g., Media Literacy, Bible, English, etc.). Online courses are seen as a chance for student enrichment, not as a replacement/substitute for classes provided by Dalat.
- Students will not be allowed to take classes during the summer that are similar to classes offered at Dalat in a classroom setting.
- Our Online Learning department will help students enroll in classes offered online. However, these courses are not supported by our Online Learning department once they have commenced. Students will deal directly with the online provider if there is an issue with the class.
- The financial responsibility for an online course is borne by the student/family, and all fees need to be paid in advance. The Online Learning department will not enroll students in a summer school course if payment for the course has not been made by the set due date.
- The course must be completed by the Friday prior to the week that school starts for the following semester. Students who do not complete their classes by this deadline will not be given credit for the class.
- It is the student's responsibility to bring the final certificate from the completed course to the counselor's office before the transfer credit is placed on the student's school records.
- Students may not enroll in summer courses prior to their freshman year of high school.

Modern Language Courses

1. Monolingual (proficiency in one language) students planning to attend college/university in the United States are strongly encouraged to take at least two years of the same foreign language during their high school years at Dalat.
2. All students are encouraged to look at the foreign language requirements of the universities/colleges they plan to attend at the completion of their high school years.
3. Students will receive high school credit only for the semesters they have successfully completed and passed in one of the languages currently taught in high school at Dalat (or through approved online providers).

4. Students do have the possibility to test for proficiency of one or more years of a language level in the high school; however, students must understand the following:
 - a) Students will not receive high school credit for the classes that are skipped.
 - b) Prior to high school class registration, students must arrange a time with the appropriate foreign language teacher and request to be given a proficiency exam. If successfully completed, the teacher will let the student and high school counselor know about the possibility of registering for a higher language level.

Elective Classes

The availability of electives is based on student enrollment, interest, and scheduling feasibility. Some courses listed in the Dalat Curriculum section of the school website (www.dalat.org) may not be available every semester or every year.

Study Hall

Study halls are provided to give students time in the school day to do school work. A guided quiet study hall is also offered during the X block time in the learning lab and may be required of some students. Students in Grades 11–12 may not have more than one study hall each semester unless approved by the high school principal for extenuating circumstances.

All regularly scheduled study halls are “open campus.” This means that during study hall times a student may use the library. The dining room is off limits as well as dorm areas. Students are not to use open campus privileges for sleeping and non-school related academic activities.

Abuse of trust will result in the loss of open campus. Students with an “incomplete” on a report card will be removed from open campus until the grades are in and a new report card has been issued. If placed on academic probation, general probation, or suspended for any length of time, open campus privileges are lost.

When a substitute teacher is leading a class in which the teacher has given students a study hall period, students will not be given open campus privileges during that period. They must stay and work in the classroom.

Class Rank

Dalat does not calculate class rank.

Cumulative Grade-Point Average (GPA)

Cumulative grade-point average is computed for all high school students at the end of each semester. Any high school student transferring from a non-American grading system will have his or her GPA figured after he or she has been at Dalat for one full semester, and cumulative GPA will be figured only for his or her years while attending Dalat. The one exception to this may be for a student enrolling for only his or her senior year. This information is available to the student and his or her parents

from the counselor. Overall GPA may not be immediately accurate for students enrolled in online courses as online course providers may report grades at times that do not match the Dalat reporting calendar. Corrected information will be recorded as the information is made available to Dalat.

Courses Failed

The following policies apply for students who fail courses that are required for graduation:

- A student in Grades 9–11 who fails a required course must either repeat the course at Dalat during the following school year or enroll in an accredited North American high school summer school program, correspondence, or online courses, and earn the appropriate passing credit. The course must be pre-approved by the counselor and the high school principal. The additional course grade and credit will then be recorded on the student’s transcript.
- The final grade of the course with the failing mark will not be used in calculating cumulative grade-point average.

Note: Dalat International School will not offer any course or study program at the end of the school year or during any school holidays to a student who has failed a course and needs to earn replacement credit.

Courses Repeated

A student may be advised to repeat a course due to a poor, but not failing, final mark or lack of success in mastering the material taught in that course. If the student repeats the course, both courses will be recorded on the student’s transcript. Credit will not be awarded for the first attempt (for the course enrollment in which the final grade is lower). The final grade of the course with the lower mark will not be used in calculating cumulative grade-point average.

A student who transfers from another school and is advised or required to repeat a course will be allowed to count the course for credit. The school reserves the right to require the student to be tested for appropriate course placement.





High School Academics (cont.)

Request for Early or Extended Graduation

Students are not allowed to graduate early from Dalat except for **extenuating circumstances**.

When parents request an extended date for graduation for a student, the family must provide a written medical and/or psychological diagnosis from an outside source familiar with the functions and operations of a North American-based educational program. A modified program will be arranged for students with individualized educational plans (IEP) and a documented disability. The parents and student must work with the guidance office and high school principal for adjustments in the student's schedule.

Honors Courses

Honors English 9 and 10 courses are offered for students who demonstrate a high level of achievement in both reading comprehension and written English, including style, vocabulary, and grammar. The teacher recommends students to Honors based on class grades and MAP test scores. Students with a pattern of A grades in English who achieve high percentile scores on the MAP test are eligible. Honors English courses follow the regular English curriculum but with significant enrichment so that students are well prepared to take AP courses in their junior year.

Transcripts/School Records

School transcripts are normally requested for transfer to another school or for admissions to colleges and universities. In the event that a student is transferring to another school, the parents should complete a transcript request form from the main office and allow **one week for processing**. The first set of records will be free of charge once your account is settled. If parents request mailing records to a school, then parents will incur the postage fees. Any additional records (either in hard-copy or electronic form) will be charged to the parents' account RM25/set plus any postage fees.

As is standard practice at accredited international schools, seniors are allowed to apply to and request transcripts for 10 universities globally and lifetime. Seniors who need a transcript sent to a college or university should submit the Dalat Transcript Request Form online through DISCourse or the Dalat website. The form needs to be filled out thoroughly, indicating the format of document delivery (e.g., online/email submission, hard copy for student to mail), with the correct address and at least two weeks before the deadline date to allow time for processing. Dalat does not modify transcripts to leave out courses, school years, or other items, and does not add additional items to transcripts. Transcripts are a standardized report that are accepted at universities around the world and are designed to accurately reflect a student's progress during his or her time at Dalat.

The student will then be responsible to pick the transcript up from the guidance office and to mail it him/herself. Three end-of-year hard copy final transcripts will be delivered free of charge to students during graduation rehearsal.

A recent change to transcript submissions has been through the Common Application online or even electronic, web-based applications from individual schools. While this is a wonderful option for students in Malaysia who are applying to universities in other countries, it is more difficult to track transcript requests. Dalat's policy for online transcript submissions is as follows:

- A Dalat Transcript Request Form must be filled out, regardless of whether the transcript will be submitted online or mailed. If the transcript needs to be submitted electronically (online application), the student needs to indicate so on the form by checking the appropriate box.
- The student will submit the counselor's name and email address where indicated on the application form.
- An email will be sent to the counselor, who will submit the required documents and an electronic copy of the student's transcript.

The guidance office has a December 1 deadline for all transcripts and college application materials required for the first semester to allow sufficient time for processing before the break. Requests for transcripts and other college application forms may resume after the first day of second semester.

Alumni who need a transcript after graduation (not including the three provided by the school) will be charged RM25 per copy plus mailing fees. **An additional RM15 per set will be charged for any other school records and letters requested in addition to the transcript.** After one school year after graduation, alumni will need to contact the Student Transcript Depository at ACSI to retrieve any further transcripts (<http://www.acsiglobal.org/services/transcript-depository>).

The school may withhold any student transcript until outstanding accounts are fully settled with the school's finance office.

Disclaimer – Due to the possibility of a university misfiling student records, the student needs to make sure to use the same name (e.g., passport name) in all university preparation and correspondence (standardized tests, applications, transcripts, etc.).

College and Career Curriculum

The high school counselor meets with students once a month during Bible class time to teach career planning curriculum. In 9th grade, students LEARN about themselves and the resources available to them for college planning at Dalat. This includes initial personality and interest assessments. The Bridge-U online university planning platform/tool is a major part of this resource package. In 10th grade, they GROW in their understanding of themselves and global options for further education and careers. In 11th grade, they take a second round of personality

and interest assessments and FOCUS their attention on up to six university or career options. Finally, in 12th grade, Dalat assists them as they APPLY to their choices.

From 9th to 11th grade, Dalat's posture in career planning is proactive in that we are preparing students and providing information. In 12th grade, Dalat's posture is responsive in that students/parents take the lead with applications and the school responds with necessary documentation and resources.

College Applications

The high school counselor works with students in Grades 11 and 12 in the process of applying to colleges and universities. Students are given free assistance in applying to up to a maximum of 10 universities. UCAS and the University of California system are exceptions and each is considered as one university in that count. Other exceptions must be approved on a case by case prior to application submission and will include additional costs per application. All applications must be requested and itemized in the Transcript Request Form which is found on the Dalat website. If you are unsure about your particular situation, you MUST meet with the HS College Counselor for clarification. Some countries require hard copies of applications and letters to be submitted via post or in-person, and it is the student's responsibility to do so. Students will bear the cost of any additional materials required for more than 10 university applications.

On the school's intranet DISCourse guidance department page and Google Drive Folders, students have access to helpful and relevant articles, information on scholarships, financial aid, college rep visits, and complete requests for letters of recommendation (LOR) and transcripts. The semester one





High School Academics (cont.)

deadline for assistance with letters of recommendation and school reports is December 1. This means students may not request a LOR between December 1 and the start of the second semester. The semester two deadline for such assistance is May 1.

Cialfo & BridgeU

These user-friendly online platforms build a profile around the student that will help them work through the college search and application process and investigate the job prospects after that course of study. They empower the school to provide smarter, better university and career guidance and help students analyze university options and chances of admission to desired institutions in multiple countries. Students will discover best-fit institutions with Cialfo's intelligent processing of thousands of course and college options. Under the direction of the high school and college counselor, students in Grades 9–12 will create an account, complete tasks, explore personality and learning style assessments, key in data, and conduct searches that will guide them on the journey of applying to colleges and universities.

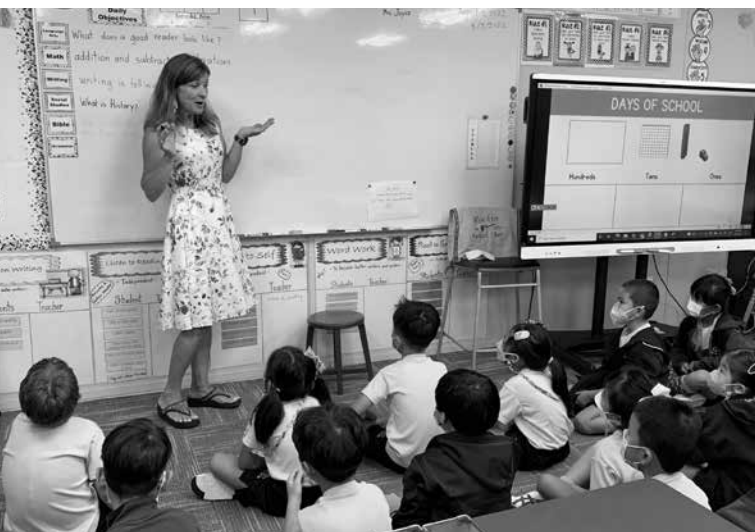
Letter of Recommendation

In requesting letters of recommendation, students need to follow a standard Google Form submission procedure to ensure that all requests are accounted for and to avoid miscommunication between students and teachers. Students must complete the student information form "Brag Sheet" (available on DISCourse

and Google Drive) which is designed to assist teachers in completing letters of recommendation. This form must be submitted to the high school counselor at guidance@dalat.org and to the recommending teachers. Students are allowed two high school teachers each and there is a limit to the amount of LOR students each teacher may have. Students may not initiate LOR requests during the months of December and May as teachers are focused on end of semester tasks. This is done so that no teacher is overloaded by the additional work of LOR writing. Students applying to Korea for whom the LOR forms only become available in May should secure their teachers and request a general LOR from them in the first semester of senior year to avoid delay in May/June.

Students need to allow four weeks for teachers to complete forms or write letters. Keep in mind that a teacher may receive multiple requests from students. If the high school counselor determines that a teacher has reached his/her maximum number of requests, students will be directed to ask another teacher to write letters of recommendation. Teachers reserve the right to decline an LOR request, so it is important to start the LOR request process in the second semester of the junior year or early in the first semester of the senior year. For North American colleges, it is recommended that the student try to solicit one letter from an English/social studies teacher and one from a math/science teacher if possible from 11th and 12th grade teachers. It is important to choose teachers who can speak to the student's character and studentship. A poor LOR can be detrimental to an application's success.

Online Learning



Students have access to online learning through Dalat's partnerships with The VHS Collaborative, Northstar Academy, Sevenstar Academy, as well as other outside organizations. Students may look at these schools' course offerings online, then they must go to the guidance office to obtain an Online Learning Contract. After completing this contract and having it signed by their parents, they submit it to the guidance office for approval. Once approval has been obtained, they should meet with the Online Learning coordinator to register for the class.

Dalat also offers its own Online Learning (hybrid) courses to students through DISCourse, Dalat's online learning management system. In addition, many Dalat teachers use DISCourse in the classroom as an integral part of daily lessons.

Limitations on Course Selections

- Online classes may not be taken in lieu of any courses offered at Dalat.
- Online classes only count towards elective course work towards graduation and may not be used to fill core graduation requirements.

Who is Eligible?

- Only Grade 11 and 12 students are eligible to enroll in an online course offered by an outside provider. Grade 9 and 10 students are allowed to enroll in hybrid courses, but not in online courses offered by outside providers. Students should check individual course requirements to see whether they have the prerequisites needed to enroll in a course.
- Students are permitted to take a maximum of two online classes per semester from outside providers. This policy does not include hybrid courses, so students are allowed to take a maximum of two online classes with outside providers as well as additional hybrid courses if so desired. Students enrolled in the Learning Support program may take more than two online courses in a semester if advised by the Learning Support coordinator and recommended in the student's support plan.

- Advanced Placement (AP) and dual-credit online courses are open for juniors and seniors only.
- Due to the rigorous nature of online AP courses, students may not enroll for more than two online AP courses at one time.
- Students enrolling in online AP courses must follow the guidelines for study halls stated in the Student and Parent Handbook.
- Students enrolled in online courses through Dalat must have reliable home internet and computer access.
- Students who have a support plan through the Learning Support department may not be required or allowed to take an online class.

Cost of Online Classes

- Courses not offered through outside providers (hybrid courses, i.e., courses taught by Dalat staff online) are included in the regular school fees.
- A student taking a course with an outside provider is eligible for up to a RM1,000 tuition reduction per semester. Payment for the course must be paid in full by the parent to register for the course.
- If the student wishes to take a second online course in a semester, the family is responsible for the entire cost of the course.
- Some courses require additional textbooks and software. Students are responsible for purchasing these items. In some cases the software required for a course may not be available or installed on the school's computers. Students will need to install the software on their personal computer instead.
- **Special Note:** Students who fail an online course through an outside provider will be responsible to reimburse Dalat for the tuition reduction they received.

Dual Enrollment Policy

Students may enroll in online courses that provide simultaneous college credit (dual enrollment). More information about our dual enrollment course options and our partnership with Grand Canyon University can be found on our web page. Students in the Learning Support program may not be eligible for this program and may need approval by the Learning Support coordinator. Dual credit courses that take one semester to complete will be given 0.5 credits. Classes that take a school year to complete will be given 1.0 credit.

Registration

- The student and parent must register for an online course themselves. The Online Learning coordinator will assist them with this process, if they wish.
- A student who drops an online course will be responsible for all of the associated fees and the cost of the course. Tuition reduction must be reimbursed.

Online Learning (cont.)

Scheduling

Due to the rigorous nature of online Advanced Placement (AP) courses and seven-week Dual Enrollment courses (termed High Rigor Classes, HRC), the required study hall policy will be strictly enforced. That is, students are required to have one study hall in their schedule if they take 2 HRCs and two study halls with 3 HRCs.

Students are strongly encouraged, but not required, to schedule one study hall for EACH online AP course in which they are enrolled because online classes are more time intensive than other subjects. Therefore, if a student is registered in two online AP courses but no face-to-face AP classes, Dalat recommends two study halls in their schedule to compensate for the rigorous workload.

- When students are scheduled for an online class, they need to report to the classroom dedicated to Dalat students taking an online course for that block.
- Students in an online AP class are required to enroll in a corresponding AP X block work time once each week.

Online Learning Classroom Ethics

- Students are expected to abide by the Digital Citizenship and online education policies outlined in this handbook.
- All Dalat classroom rules apply.
- Students must be occupied with academic work for the entire class period while they are in the Online Learning classroom.
- Students must use their own personal computer in the Online Learning classroom.
- Usernames and passwords should not be shared with anyone other than their parents, their Online Learning supervisor, and the Online Learning coordinator. Giving anyone else access to your online course is a serious offense, and it may result in your withdrawal from the course.
- Plagiarism is a serious offense. Refer to Academic Honesty for details.
- Submitting an assignment as your own work without acknowledging the help of tutors/parents is a serious offense.

Pacing

Some of our outside providers have a rigid course structure, and students must complete a given number of assignments per academic week.

- Some of our outside providers allow students to create their own pace chart for assignments. It is important to understand that although they are given the freedom to create their pace chart at the beginning of the course, it becomes a binding contract between the student and his or her online teacher. It requires students to submit certain assignments by the recorded deadline. The pace chart needs to accommodate all Dalat and family holidays. Once agreed upon, the pace chart may not be changed.

- Students are expected to keep pace with Dalat's school calendar (e.g., at mid-semester break have 25% of course completed for a year-long course, at semester time have 50% completed, etc.)

Grade Reporting

- Students' progress will be reported in PowerSchool whenever possible. However, some online course providers' grade reporting calendars do not match ours, and their grade reporting may not allow these grades to be available concurrently with Dalat grade reporting. Parents and students are encouraged to track more detailed progress in the gradebook hosted by the online course provider. Dalat may report these grades in a follow-up report at a later time, and adjustments will be made to honor roll calculations.
- Students are required to complete all of the assignments by the deadline given in their course syllabus or on their pace chart. Assignments not completed at these deadlines will be recorded as a zero (0), and no credit will be given.
- Failing grades and failing to keep pace will result in online learning discipline (see Discipline).

Discipline

- Policy guiding academic probation for Dalat students applies to online courses at semester reporting periods (see Academic Probation for details). Additionally, student grades will be checked every week for online students. If they have a grade lower than 60% (or have made insufficient progress in the course according to the provider and the pace set with the Online Learning coordinator) in any two consecutive grade checks, they will go on the No-Fly List and go to the Online Learning classroom for their study hall block(s). Students in the online environment who are subject to the online learning discipline twice in a semester or who finish the semester with a grade lower than 60% (or insufficient progress) will be subject to Level 1 academic probation.
- If a student is subject to online learning discipline six or more times in an academic year, they will not be eligible for online learning from outside providers the following academic year.
- Additionally, students who end a semester on academic probation due to an online course grade may be unenrolled from the next semester of the course or not allowed to enroll in future online courses, at the discretion of the high school principal. The student will be required to pay for any fees associated with dropping the course.

Transfer Online Classes

With some of our providers it is possible that a student may enroll in an online class outside of the normal school calendar. To have this course included on a Dalat transcript, prior approval to take the course must be granted by the high school counselor and Online Learning coordinator. They will then establish the date for the required completion of the course, at which time a final grade must be submitted. The student will pay the full cost of the course. These courses will count only to fulfill elective credit.



Financial Policies

Payment of Tuition Fee

The school charges the following fees:

- application fee (new students/re-registration of former students)
- registration fee (new students/re-registration of former students)
- tuition fee (as per the fee schedule in use)
- technology fee
- boarding fees (for boarding students)
- miscellaneous charges, e.g., graduation fee, meal charges, other optional charges, etc.

Kindly note that the application fee and registration fee must be paid upfront at the time of registration. All other fees become due by the commencement date of the semester.

Fees must be paid in Ringgit Malaysia. However, parents may opt to pay in U.S. dollars (checks only) subject to the foreign exchange rate applied by the finance office. The finance office applies an official foreign exchange rate for transactions in currencies other than the Ringgit Malaysia. The official rate is revised daily. The official rate used by the finance office may be different from the actual rate used by banks. Parents are advised to check with finance office personnel on the exchange rate in use prior to paying any fees in foreign currency.

A portion of the tuition fee received will be treated as building fee.

Grade-1 to Grade-2; RM 1550 per semester

Grade-3 to Grade-12; RM 3100 per semester

Mode of Payment

Payments to the school may be made via the School's Touch 'n Go e-wallet account, check, credit card, wire transfer, local bank transfer or the Flywire portal (from overseas accounts and credit cards only). However, please take note that the school is not responsible for any banking/service fees or losses due to foreign exchange conversions/fluctuations. Only the amount that the school actually receives will be credited to the parent's account.

Payment of school fees must be done through check or bank transfers (including Flywire) only.

The school does not accept post-dated checks.

Finance Office Business Hours

The finance office is open Monday through Friday from 8 a.m. to 5 p.m.

Miscellaneous Fees

The school charges the following miscellaneous fees according to the circumstances of the student:

- Meal charges (for students signing up for meals in the school cafeteria)
- School activities
- Trips
- Special events, e.g., graduation
- Financial compensation for losses or damage to school property

Financial Policies (cont.)

Details of the miscellaneous fees will be stated in the parent's account at the end of the month.

Meal charges (semester lunch and snack)

Parents must update their meal preference in the PowerSchool parent portal by the stipulated deadline in each semester. After the deadline, parents will be billed accordingly for their child's meal preferences.

By default, every student is registered for the semester lunch program. It is the sole responsibility of parents to ensure this preference is changed by the deadline if they wish to opt out from the program. Parents will receive a confirmation email upon making changes to the meal options in PowerSchool. Kindly retain the receipt as proof of transaction. Your account will be billed after the deadline, and no refund will be made thereafter.

Loss of school property

Students who are loaned/assigned a school property, e.g., camera, laptop, graduation gown, tablet, etc., must return the item(s) in its original condition. Students who lose/damage the said item are liable for the full cost of repair/replacement of the said item(s).

Position-Holding Deposit

A one-time position-holding deposit is payable by every family at the beginning of their study at the school.

The deposit is refundable only at the point of graduation or withdrawal of the student upon proper notification of the withdrawal (before the final notification date announced in every semester).

The deposit would not be refunded if a student is requested by the school to leave midway in a semester (e.g., as in the case of an expulsion). However, the deposit may be refunded if the expulsion takes place prior to the expiry of the final notification date for that semester.



Students will lose the deposit if they fail to give proper notification prior to their departure. Forfeiture is on a per student basis, i.e., the deposit will be forfeited if a student from a family fails to give timely notice on his/her departure despite the rest of his/her siblings remaining in school. The family will have to place a new deposit upon the forfeiture.

Personal Bond Deposit

Students who require a personal bond for immigration purposes will be levied a personal bond deposit (according to the rate determined by the Immigration Department of Malaysia). The personal bond deposit will be returned to the family at the departure of the student from the school after proper and complete cancellation of the student visa. The family must show proof of cancellation of student visa before the personal bond deposit is refunded. The deposit will be forfeited if the student visa is not properly and completely done.

Refund Policies

The following fees are refundable as guided by the refund policy:

- Tuition fees
- Meal charges (*partial refund of unutilized portion only*)

Other fees are strictly **non-refundable**.

Tuition fees may be refunded in the case of late entry or withdrawal of the student in the middle of an ongoing semester as per the following schedule:

Late Entry (to pay)	Definition	Early Withdrawal (to be refunded)
50% of NTF	Less than 36 class days	50% of NTF
75% of NTF	Between 37 to 54 class days	25% of NTF
100% of NTF	55 class days or more	0% of NTF

NTF; net tuition fee (tuition fee minus the respective building fee portion of the tuition fee for each grade)

** Late entry fees shall be paid in addition to the respective building fee portion of the tuition fee for each grade.*

Meal charges are refunded on a daily prorated basis (meals taken shall be charged at the daily meal rate).

Parent Accounts

The school maintains an internal account for every Dalat parent. The account acts as a bill that is sent to parents at the beginning of each month. Parents must ensure that all outstanding balances (debit balance) be settled within 21 days from the date of the statement (account).

The school reserves the right to offset any fees/expenses that are rightfully incurred by a student against any available credit balance in the parent account.

The parent's account must be settled in full before any transcripts/diploma are released to a student.

A parent account will be closed upon the cessation of enrollment by the student at the school. Any credit balance will be refunded within the next fourteen (14) working days. Such refunds will be made through a bank transfer in Ringgit Malaysia.

Late Payments and Delinquent Accounts

The school reserves the right to freeze any delinquent accounts. A student having a delinquent account is not allowed to charge any other expenses to the parent account. The school may also withhold any transcripts/diploma until the outstanding amount is fully settled.

Students who have yet to settle their accounts will be disallowed from returning the following semester. Their enrollment will be suspended for one semester, after which it will be terminated.

The school reserves the right to impose a ten per cent (10%) late payment penalty **per month** upon any outstanding balance over thirty (30) days. Such outstanding balances may include unpaid tuition fee and/or any other miscellaneous fees.

Touch 'n Go Enabled Student Card (High School and Middle School)

High school and middle school student cards are Touch 'n Go enabled. Students may maintain a credit balance in the card for making purchases at the school cafeteria, uniform room, or any other locations on or off campus where a Touch 'n Go card is accepted. The card can be reloaded on campus (front desk or finance office) or off campus (wherever the service is available). A fee may be charged for every reload.

The Touch 'n Go function is maintained by Touch 'n Go Sdn Bhd. It is an independent vendor that is not related to the school. The school is not responsible for the use of the card or any loss or liabilities that may occur from the use of the Touch 'n Go function in its student cards.

Students are required to try out their Touch 'n Go student cards within the first two weeks of obtaining the card. Defective cards will be replaced free of charge within this period of time only.

Students are advised to pay attention to the periodic advice issued by the school on the use of the function for improved security.

Financial Assistance and Bursary

Dalat International School offers financial aid to deserving students on a needs basis. The application can be requested from the Finance Office.

Students must send in their application to the finance office at least one month prior to the commencement of the next semester or on the day of registration, whichever comes first.

The school reserves the right to ask for supporting documents (income tax statements, bank statements, etc.) from applicants to assist in the approval process. The information is strictly confidential, and the documents will be returned to the parent if the application is rejected.

Financial assistance is tenable for one academic year. Students must submit a fresh application for such assistance on a yearly basis.

The school reserves the right to make changes to the approval policy, and its decision is final.

Policy on Unclaimed Monies and Offsetting of Outstanding Amount

Parents are advised to ensure that all fees are duly paid when their account with the school is closed. The school reserves the right to offset any outstanding amount against the withholding deposit before refunding any balance to the parent.

Any balance monies from the parent account will be refunded to the parent within the stipulated time frame. However, if we are unable to reach the parent after nine (9) months at the last known address (or contact), the balance monies will be automatically transferred as a donation to Dalat International School.

Parents should always furnish the school with their latest correspondence address to facilitate the sending of the refund check to the parent. The school will try its best to contact the parent through the last known address. Parents are advised to get in touch with the school if they do not receive refunds within the stipulated time. Any unclaimed money will be treated as a donation to the school after nine (9) months from the date it has become payable to the parent.

Dalat Terms and Acronyms

Dalat International School uses various terms and acronyms in its communications. Check our web page with the most up-to-date listing of these words: www.dalat.org/web/re-glossary.

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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 Da Lat, Vietnam in 1929. It relocated to Bangkok, Thailand, for a year before moving to the Cameron Highlands, Malaysia, in 1966. The school has operated 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).



DALAT INTERNATIONAL SCHOOL

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