



ADMISSIONS

HANDBOOK 2018-2019

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Association of:

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CONTENTS

2 ADMISSIONS PROCESS

- 3 Admissions Guide
- 3 Application Materials
- 3 Application Process
- 4 Application Checklist

5 ADMISSIONS POLICIES

- 6 ESL Students (English As A second Language)
- 7 Special Services
- 7 Student Departures
- 7 Position Holding Deposit
- 7 Wait Pool

8 IMPORTANT EVENTS

- 8 Orientation Day
- 8 High School Student Schedules
- 8 New Parent Breakfast
- 8 Open House
- 8 Parrent-Teacher Conferences

9 GENERAL INFORMATION

- 9 School Hours
- 9 School Uniform
- 9 School Supplies
- 9 Transportation
- 10 Security
- 10 Vehicle Authorization
- 10 Cafeteria
- 10 Communication/website
- 11 Parent Involvement

12 SCHOOL WIDE STUDENT SERVICES

- 12 Special Events
- 12 Activities
- 12 Parking And Drop-off/Pick-up



ADMISSION PROCESS

1 SUBMIT APPLICATION FORM AND OTHER DOCUMENTS

- Preschool - kindergarten: submit the main online application, health and information form along with copy of passports and birth certificate.
- Grades 1-12 see the Checklist on the main application form.
- Boarding students submit additional supplemental boarding application.
- Pay application fee.

2 RECEIVE ACKNOWLEDGEMENT OF APPLICATION

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

3 STUDENT'S FILE IS COMPLETE

- Student's file will be reviewed only after ALL the supporting documents are received and placement testing is administered.
- The Admission Committee is comprised of Admissions Coordinator, Director, Principals, Counselor, ESL Coordinator. Resident Life Supervisors and Special Services Coordinator are called upon needed.

4 ENGLISH AS A SECOND LANGUAGE - ESL STUDENTS (as needed)

- All non-native English language speakers may be required to take an English as a Second Language (ESL) test.

5 SPECIAL SERVICES (as needed)

- Additional information is essential for students applying for Special Services support.
- Final Admission Decision is Made.
- If qualified and a seat is available parents are notified of the acceptance offer via email and post.
- If qualified and a seat is not available students will be placed on the waiting list. Parents are encouraged to keep in touch with the Admissions Coordinator as to their child's status.
- Non-qualified students will be notified by email and post.

6 FEES DUE

- Registration fee must be paid within 4 weeks after receiving the acceptance offer. Failing to do so will mean the removal of the student from enrollment.
- All other fees are due prior to the start of the semester.

7 FINAL DOCUMENTS NEEDED FOR ENROLLMENT

- Completed Physical Evaluation and Health forms (including immunizations) are required before the student's first day of school.
- Visas / Ministry of Education approval must be completed within the first 6 weeks of school. Copy of Visas must be submitted to the Admissions Office.
- All renewed passport copies must also be submitted to the Admissions Office.



Admissions Guide

Welcome to Dalat International School. Dalat is an American-style, university preparatory school with a biblical worldview. The school is accredited by the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI). Our campus is host to over 550 students from countries on every continent around the world, and offers an exciting multi-cultural environment for students to learn.

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

Application Materials

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

Application Process

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

Dalat International School – Admissions Office
 Tanjung Bunga 11200, Penang, Malaysia
 Phone : (60-4) 899-2105
 Fax : (60-4) 890-2141
 Email : admissions@dalat.org
 Website : www.dalat.org

APPLICATION CHECKLIST

1. All Students

A non-refundable application (RM300) and test fee (RM200) totalling RM500 is required for all applications for kindergarten through grade 12 with the submission of the application. Preschool applications are charged a RM300 application fee. Payment can be made in cash, by check, or wire transfer payable to Dalat International School.

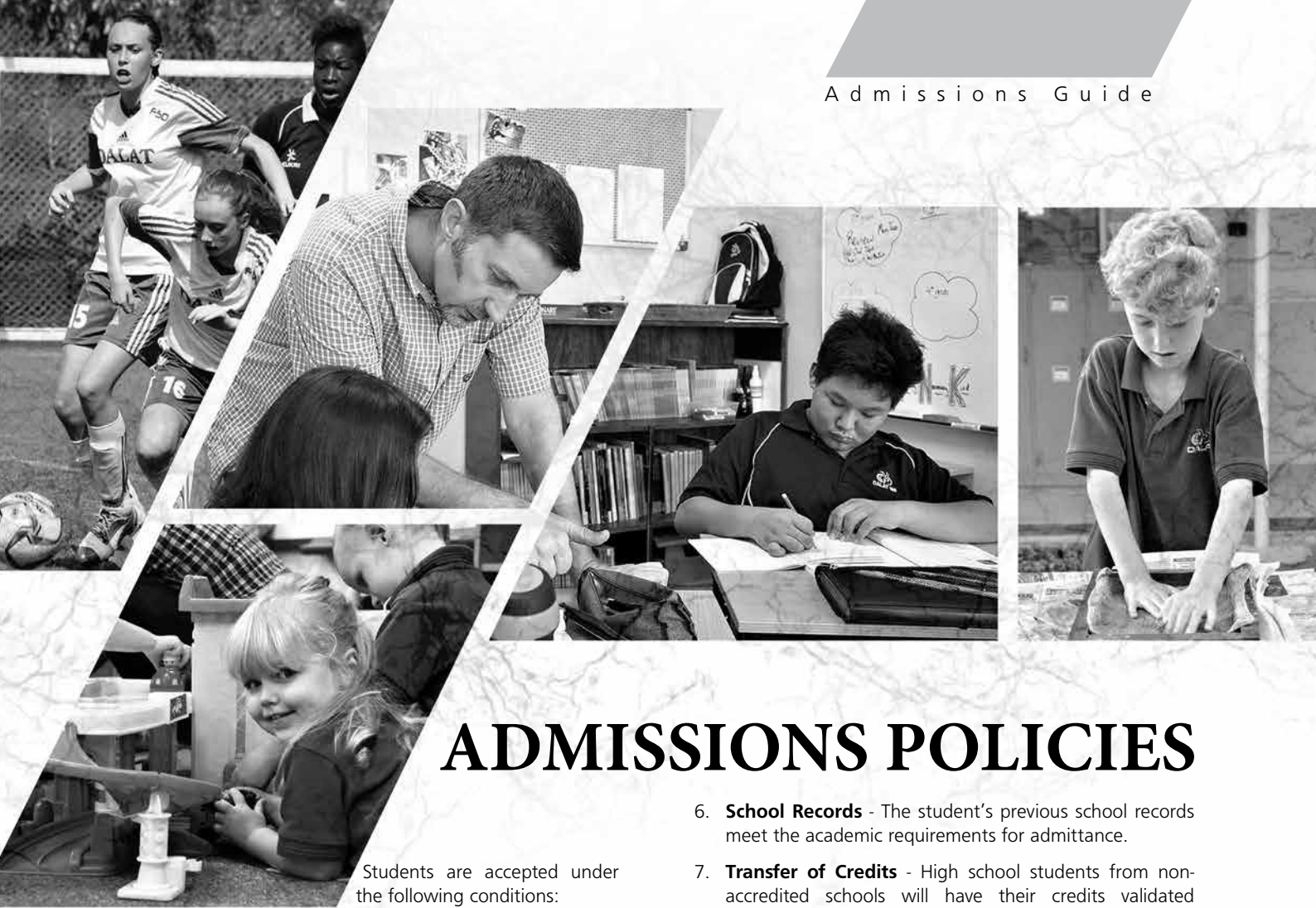
- School records from each school previously attended during the past two years.
- School records, including any standardized tests scores (ITBS, MAP, PSAT, Plan and Explore, etc.) must be translated to English (if applicable) and certified.
- Preschool and kindergarten students are not required to submit reports, although a progress report from the child's preschool program is preferred. All preschool applicants must have completed toilet training at the time of application to qualify.
- Any psychological, student support, or special education records and evaluations.



- Teacher Reference Form (grades 1-12)
- Principal/Counselor Reference Form (grades 1-12)
- Current picture of the applicant (passport-size, digital preferred)
- Student Physical Evaluation and Health Form, including immunization records
- Photocopy of student's passport with at least 6 months validity showing the passport number and date of birth
- Photocopy of student's birth certificate
- Photocopy of father and mother's passports

2. Additional Boarding Requirements

- Boarding Application
- Four passport-size photos with blue background for the student visa



Students are accepted under the following conditions:

1. **Non Discrimination** - Dalat International School admits students of any race, religion, gender, nationality or ethnic origin. Dalat students have equal rights, privileges, access to programs and activities generally accorded or made available to students at the school. Students will be accepted after proving their command of English is adequate to the learning situation and provided that spaces are available. Dalat International School reserves the right to establish waiting lists and to assign priorities for enrollment as necessary.
2. **American School** - Dalat is an American-curriculum international school accredited by North American institutions and does give priority to US citizens, students whose parents work for US companies, and native English speakers.
3. **Application Forms** - A complete set of the online Student Application, school records, confidential reference forms, Student Health Form, Supplemental Boarding Information (for boarding students), all pertinent school records and standardized test scores must be received by the Admissions Office before the application will be considered complete by the admissions committee. Incomplete applications might cause delays in receiving an offer for enrollment.
4. **Physical Evaluation** - The Physical Evaluation by a doctor must be received prior to the student beginning classes. Students will not be able to start school if the Admissions Office has not received the Physical Evaluation.
5. **Availability** - The program needed by the student is available.
6. **School Records** - The student's previous school records meet the academic requirements for admittance.
7. **Transfer of Credits** - High school students from non-accredited schools will have their credits validated by examination or scholarship performance in Dalat International School. The placement of such students will be on a trial basis until proper validation of the previous credits has been attained.
8. **Bible Classes and Chapel Meetings** - The parent and student agree for the student to participate in and attend Bible classes and the chapel services in accordance with the attendance policy. Dalat is an international school that teaches from a biblical worldview.
9. **Interviews and Testing** - The results of an interview during enrollment between admissions personnel and the parent and student are satisfactory or, the results of an interview between the director, principal, residence supervisor (for boarding students) and the parent and student are satisfactory if deemed necessary. All applicants for kindergarten through grade 12 will be given a standardized test (MAP) to confirm grade placement during one of the campus visits. The RM200 testing fee will be paid together with the application fee (RM300) totalling RM500 upon submitting the application form.
10. **Non-Malaysian Passport** - All students with a non-Malaysian passport must apply for a Student Visa. It is the parent's responsibility to apply for a Student Visa or Student Pass. There are a few exceptions such as MM2H or Residence Pass-Talent that require other procedures to comply with the Malaysian Ministry of Education guidelines. Boarding students will receive assistance from dorm parents to get their student visas.



ADMISSIONS POLICIES (cont.)

11. **Preschool and Kindergarten** - Students entering preschool must be three years of age as of August 1. Kindergarten applicants must be five years of age as of August 1. Kindergarten is a prerequisite for admission to grade 1.
12. **Boarding Priority** - Priority for boarding is given to children whose parents work for Dalat-approved mission organizations and who are native English speakers.
13. **Provisional Acceptance** - When there is a concern regarding a student's academic ability, behavior or English proficiency, the student may be given a provisional acceptance. Students admitted on provisional acceptance are admitted for one semester. Upon arrival the student will be referred to the Student Services Team (SST) for review. The student will be assigned a counselor/mentor who will meet regularly with the student and report back to SST. At the end of the semester, the student will be required to complete a permanent acceptance application. Once the application has been accepted, SST will make a recommendation to the School Leadership Team regarding the continued enrollment of the student. The admissions committee will then send a letter via email to the parents stating whether or not the student has received official admission and outlining any additional expectations for the student.
14. **Arrival Deadline** - Eight days after the semester has started, no new students will be admitted that semester. Exception is given to US and Canadian citizens transferring from a US or Canadian schools.

ESL Students (English as a Second Language)

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



Special Services

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

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

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

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

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

If a child has no documented need, but if during the admission interview and placement testing a child clearly shows areas of concern in behavior or performance, the admissions director will consult with the committee and refer to special services for further review prior to enrollment consideration. Special services can then determine if further SS testing may be beneficial to identifying potential needs and ability to fit into the appropriate grade level with support.

Student Departures

Parents are required to submit a withdrawal letter in writing as soon as possible. In order to refund the position holding deposit, written notice of withdrawal must be received before the notification deadline. Parents will be asked to complete a short exit survey upon notification. Payment of any outstanding financial bills is required before school records will be released.

Position Holding Deposit

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

Notification Dates: Semester 1 (Fall) – October 15; Semester 2 (Spring) – March 15.

Wait Pool

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



IMPORTANT EVENTS

Orientation Day

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

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

The school uniform store will be opened on Orientation Day as well as the two days prior to the orientation each semester.

High School Student Schedules

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

New Parent Breakfast

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

Open House

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

Parent-Teacher Conferences

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



GENERAL INFORMATION

School Hours:

Elementary Preschool	8:20 am - 12:00 noon
Elementary (grades K - 4)	8:20 am - 3:10 pm (with clubs until 4:00 pm for 1st - 4th)
Middle School	8:20 am - 3:10 pm
High School	8:25 am - 3:10 pm

Uniforms

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

School Uniform

Elementary School Uniform

Dalat uniform shirt with khaki Dalat shorts or skort.

Elementary PE Uniform

Yellow dri-fit Dalat PE shirt, uniform bottoms, and athletic shoes.

Middle and High School Uniform

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

Middle and High School PE Uniform

Yellow dri-fit Dalat PE shirt, Dalat PE shorts, and running shoes.

All Dalat uniforms may be purchased at the main office during regular business hours or in the uniform room at designated times prior to each semester.

Jackets

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

Footwear

Elementary: Sports shoes or sandals with a back strap.

Middle and high school: Smart looking shoes or sandals.

No other additions to the Dalat uniform can be made.



School Supplies

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

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

High School - Scientific calculators may be required for some classes. A Microsoft Surface Pro or Surface 3 **without 3G** is required to be purchased. A stylus may be required for some classes. Teachers may request that students purchase additional supplies to complete assignments.

Transportation

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

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





General Information (cont.)

Security

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

Vehicle Authorization

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

Cafeteria

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

Please see the Fees Schedule for lunch pricing.

Communication/Website

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

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

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

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





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

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

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

PowerSchool - PowerSchool is web-based and allows Dalat to make 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.

Parent Involvement

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

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



SCHOOL WIDE STUDENT SERVICES

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

Special Events

- Open House
- Spiritual Emphasis Week (SEW)
- Missions Emphasis Week (MEW)
- Track and Field Day
- Annual Fund
- Christmas Banquet
- School Music Concerts
- Drama Productions
- Battle of the Books
- National Junior Honor Society Induction
- National Honor Society Induction
- Junior Senior Banquet
- Food and Fun Fair
- Graduation Week

Activities

At the End of the Day

KICS (Kids Interest Clubs) Grades 1 - 4

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

X Blocks (optional) Grades 5 - 8 *Subheading under Activities*

Monday – Thursday, from 3:15-3:50 optional X block clubs will be offered. These may include sports, arts, music, games, drama, and other subjects that do not fit into the regular school day. Clubs will be offered by teachers at various times throughout the year. Sign-ups will be placed on the middle school bulletin board. Supervised study halls will also be available Monday – Thursday during X block. Any middle school student may attend study hall to work on homework. X block study hall may be required for some students, including those on academic probation and those on junior varsity sports teams with later practices.

X block (eXtra curricular) Grades 9 - 12 *Subheading under Activities*

X block time is an extension of the school day in which students may be required to meet for enrichment learning. However, if the student has no requirements, they are given permission to leave school. The protected time at the end of the school day is designed for academic options that fall outside the school curriculum (e.g. student council or class officers meetings or other club meetings, quiet study halls, and make-up tests) and allows for more instructional time for certain courses (e.g. AP courses, journalism). Sports practices will follow X block and should not start before 4:00 pm.

Parking and Drop-off/ Pick-up

Upper Field Parking Lot

We encourage parents to use the upper field parking lot for student drop-off and pick-up. There is plenty of room to wait or park. Upper field has quick and easy access to the campus; usually providing a shorter trip to most of the campus.

Morning Drop-Off and After School Pick-Up

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

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

Dalat International School educates children in preschool through grade 12. Located in Penang, Malaysia, Dalat is a leader in international education, currently providing an "education for life" for more than 665 students. Dalat started as a school for missionary kids in Dalat, Vietnam, 89 years ago in 1929. The school relocated to Bangkok, Thailand, for a year and then moved to the Cameron Highlands, Malaysia in 1966. Dalat has been in its current location in Penang since 1971. The school offers an American, university-preparatory, biblical world-view curriculum, and its academic and boarding programs are fully accredited.





DALAT INTERNATIONAL SCHOOL

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