



ADMISSION AND RETENTION POLICY

Selecting a school for your child is an important task. Parents should look carefully to identify a program that will provide their child with the resources they will need to achieve their spiritual and academic goals. At the same time, it is important to look closely at the philosophy of the school and to make sure that it reinforces the values that are taught in your home. To assist you in this process, the following information has been compiled which further explains the admission process utilized by Hershey Christian School (HCS). A complete admission packet can be obtained by contacting the school office at 533-4900.

The following criteria will be used in admitting and readmitting students to HCS:

1. It is the policy of HCS not to discriminate on the basis of an applicant's race, color, gender, or ethnic origin.
2. Parents/guardians must sign the Philosophy of Education Acknowledgement.
3. Parents/guardians must agree that:
 - a. HCS has full discretion for the grade placement of students.
 - b. They will meet all tuition and other required financial obligations.
4. Families with a child currently enrolled in the school will be given first priority in registering that child (and any additional children) for the next academic year. However, once community registration begins, all applications will be processed based upon when they are received.
5. Attendance at HCS is a privilege. If at any time a student's conduct, academic progress, or cooperation with the School administration is inconsistent with the school's philosophy or standards, HCS maintains the right to dismiss the student.
6. Students accepted for enrollment are initially placed on a provisional status. This period of time lasts for no longer than one marking period. During this time, the School will work closely with the student and parents to assess the extent to which the needs of the student are being met and to determine if the student's performance and behavior are consistent with the philosophy and standards of HCS. At the end of the first marking period, each student's academic progress, attendance record and behavioral pattern will be reviewed. If no deficiencies are identified, the student will be placed on full admission status.

If deficiencies are identified relative to the student's academic progress, attendance record or behavioral pattern, he/she will begin an intervention program. Prior to the beginning of this program, the parents, teacher(s), and administration will meet to develop and agree upon a written plan for improvement. This plan will outline specific goals to be reached by the end of the next marking period.

If the plan for improvement is successful and the student has achieved the goals outlined in the plan for improvement, he/she will be reassigned to a provisional status and will undergo another review at the end of the second marking period. If no deficiencies are identified at the time of the second review, the student will be placed on full admission status.

If, however, the student does not achieve the goals outlined in the plan for improvement, it shall be understood that HCS has been unable to meet the needs of the student and HCS reserves the right to dismiss the student.

7. HCS is a private school that seeks to meet the spiritual and academic needs of all students. This requires flexibility and effective communication between the School, the student and his/her family. Unfortunately, there may be times when HCS cannot adequately service certain students with special needs. Therefore, HCS must reserve the right, at the administrator/board's discretion, to not admit or retain students who cannot be adequately serviced.
8. All prospective students will be given an entrance assessment to determine grade placement. Students who test two or more grade levels below their age-appropriate grade will not be accepted for admission.
9. HCS reserves the right to not admit students who have been expelled from another school or who have repeated more than one grade.
10. Prospective Kindergarten students must be five years old by September 30 of the school year. Prospective first grade students must be six years old by September 30 of the school year.
11. Acceptance or rejection of applicants will be provided through written notification.
12. The registration fee will be refunded in the event the student is not accepted for admission.
13. Parents and student(s) must be interviewed by the administration or their designees.
14. HCS may accept transfer students. However, families transferring a child from another school must provide HCS with documentation upon request that verifies they have met all financial obligations at the previous school.
15. A physical examination by a licensed physician is required for all students entering school for the first time and those entering grades 6 and 11. A dental examination is required for all students entering school for the first time and those entering grades 3 and 7. Evidence of a current (within one year) negative tuberculin test is required for a child who has lived abroad.
16. The following information must be provided before an application can be processed:
 - a. Completed registration form and payment of the registration fee
 - b. Immunization record indicating compliance with state regulations
 - c. Current report card (except Kindergarten students)
 - d. Academic records
 - e. Proof of age

Enrollment will not be finalized until all required forms are completed, reviewed, and filed with the School.

17. HCS reserves the right to dismiss a student if his/her financial obligations are not fulfilled.
18. Returning Students
 - a. Students who successfully complete their academic requirements and who have exhibited behavior that is consistent with the standards and philosophy of the School will be advanced to the next grade on a preferential basis.
 - b. At the discretion of the School Board or the School Administration, a student may not be advanced to the next grade for reasons which include, but are not limited to:
 1. Failure of two or more major subjects
 2. Teacher recommendation
 3. Parent request
 4. Excessive absences

19. Additional Parent/Guardian Responsibilities:

- a. Understand and adhere to the financial policies of the HCS Association.
- b. Adherence to the regulations listed in the HCS Parent/Student Handbook.
- c. Provision of any vision, dental, medical, or mental health needs and/or insurance needs of their child while they are in attendance at Hershey Christian School.

20. Parental involvement in a child's education is critical. Parental involvement at HCS is strongly encouraged. Listed below are several opportunities for participation:

- a. To lend practical help in areas of service for the School.
- b. To seek unity (especially when offense is taken) by following the guidelines found in Matthew 18:15-20.
- c. To attend "Meet the Teacher Night" and all regular HCS Association meetings in order to stay informed about the School activities and procedures.
- d. To support the School's fundraising programs, which help offset the gap between tuition and the total cost of operating HCS.
- e. To support the School financially through tax deductible gifts when possible.