



*St. Helena-Incarnation  
Catholic School, IMS*

101 N. 5<sup>th</sup> Street Phila, PA 19120  
215-549-2947 (office)/215-549-5947 (fax)  
Website: [sthelenaphila.org](http://sthelenaphila.org)

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## Financial, Social and Academic Probation Agreement for Grades Pre-K through 8<sup>th</sup>

In accordance with St. Helena-Incarnation Catholic School, IMS policy and procedure, every new student will automatically be placed on a financial, social and academic probation status for the first academic trimester the student is enrolled at the school. St. Helena-Incarnation Catholic School administration and staff reserve the right to determine whether or not the student will be allowed to continue as a member of the St. Helena-Incarnation community.

**July, August and September tuition payments must be made on time. Failure to make these payments on time will result in being dropped from roll.** Past due October-April tuition payments may result in the student not being able to attend school and/or a hold on re-enrollment.

In addition to the requirements outlined in the Student and Parent Commitments to a Catholic Education, the following expectations are in place:

1. The student must exemplify immediate compliance to every authority on campus.
2. Parents and students must read the St. Helena-Incarnation Catholic School handbook to be completely aware of all school policies. Failure to do so or not understanding SHI's standards will not be a viable excuse. The student must follow the rules of the classroom and school.
3. The student must strictly adhere to the St. Helena-Incarnation attendance and discipline policy/behavior code. More than 10 latenesses or absences will result in an extension of the probationary period.
4. The student must complete all homework and classwork to the best of their ability by the assignment due date.

During this time the student will be observed carefully to determine whether or not he/she is positively exhibiting effort to improve their attitude and actions.

Regular evaluations/expectations will be in place during this probation period. If teachers and administrators feel that the student is not showing signs of spiritual growth and a desire to excel



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in the area of self-control and proper attitude, the student will be asked to leave or may withdraw from St. Helena-Incarnation.

At the end of the probation period, the parent/guardians will receive a letter indicating their child's probation status:

1. If the student is progressing well, the probation status will be lifted.
2. If minor concerns still exist, the administration may ask that the student remain on probation for an additional grading period, to be followed by another evaluation of the student's progress.
3. If substantial progress is not being made and problems continue to exist, the administration in consultation with the parents may decide that SHI cannot meet the academic/social needs of the student. If this is the case, the student will be withdrawn from the school.

Upon further review and approval of SHI teachers and administrators, the probationary period ends at the end of the first trimester.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent Guardian Signature: \_\_\_\_\_

Grade: \_\_\_\_\_

Date: \_\_\_\_\_