



DANAHER LYNCH FAMILY FOUNDATION SCHOLARSHIP POLICY

The **DANAHER LYNCH FAMILY FOUNDATION** holds and administers funds that provide scholarship grants to students attending Conwell-Egan Catholic High School. Students who are awarded a DLFF Scholarship are expected to perform at an appropriate academic level and maintain good conduct and communication skills. The DLFF CEC Scholarship will be automatically renewed each year, provided the student is enrolled at CEC and meets the criteria established by the Danaher Lynch Family Foundation.

A scholar will be considered in *good scholarship standing* if the following requirements are met:

- Quarterly general average of 80% with no failures
- Satisfactory attendance (no more than 10 excused absences per school year)
- Satisfactory conduct each quarter
- Participation in at least one DLFF Community Service Project
- Completion of required tasks and maintains good communication with DLFF team

If a scholar fails to meet the scholarship requirements in any area, the following plan of action will be initiated:

1. Warning
2. Probation
3. Suspension



1. Academic Warning: A warning is the first step when a scholar's performance falls below the required academic standards. An Academic Warning will be issued for the following:

- Quarterly GPA falls below 80
- Failure in one subject on quarterly report card

Action Plan:

- The scholar must meet with DLFF representative to discuss problem area and how to resolve.
- An Informal plan will be put in place to help scholar achieve success. Scholar will sign off on the plan. Parents will be notified by DLFF and given a copy of the Action Plan noting that their child will be put on academic probation if progress is not made.
- The scholar will have the following marking period to improve their academic standing. The scholar must present evidence of progress midway through following quarter to a DLFF representative.

The scholar will be returned to "**good scholarship standing**" provided progress is shown the following quarter as determined by the DLFF Director of Educational Services.

If progress is not made by the end of the marking period, the scholar will be put on **Academic Probation** for the next marking period. Inadequate effort or progress will be determined by the DLFF Educational Team.

2. Academic Probation: A scholar will be put on scholarship probation for one or more of the following academic infractions:

- A scholar's performance falls below the required academic standards after an academic warning has been issued and goals have not been met.
- A scholar has two or more failures on their quarterly report card.
- A scholar fails a subject for the school year.

Action Plan:

- Mandatory meeting with scholar, DLFF representative, parent and any necessary school personnel.
- Formal Action Plan will include **mandatory tutoring** for each failed subject. The scholar must provide evidence of participation in the tutoring program. The scholar will have the following marking period to improve their academic standing.



ACADEMICS

Plan may include:

- GPA target grade
- Academic support (After school, Catapult, or private)
- Meeting/input from teacher
- Meetings with DLFF representative to discuss progress
- Parental involvement – consent to tutoring, monitor homework, meet with teacher, etc.
 - The scholar and parent will sign a contract acknowledging the stipulations of the action plan and consequences. The scholar will remain on probation for the remainder of the school year.
- End of year evaluation will be held with the scholar to determine academic status for the following school year.

3. Academic Suspension: A scholar will be put on scholarship suspension if the scholar fails to meet the requirements of Academic Probation.

Action Plan:

- Mandatory meeting with parent and scholar informing them of scholarship suspension. A contract will be created by the Danaher Lynch Family Foundation to help ensure successful completion of academic requirements and continuation of scholarship funding. The contract will be signed by the scholar, DLFF Representative, and parent. Scholarship monies will be pro-rated and disbursed each quarter provided scholar meets DLFF contract requirements.
- The scholar will be reinstated to **good scholarship standing** upon final evaluation by DLFF Representative. Scholarship may be revoked if academic requirements are not met as stipulated in the plan.



CONDUCT

1. Conduct Warning: A scholarship warning will be issued after a scholar has received two after school detentions or one Saturday detention.

Action Plan:

- A DLFF representative will contact parent via email/phone to inform them that their child is on scholarship warning and will be meeting with a DLFF representative to discuss the issue.
- The scholar will meet with a DLFF representative and a formal contract will be put in place to prevent future failure and ensure success.
- The scholar will sign the contract and a copy of the contract will be sent to the parent. The scholar will remain on scholarship warning for the remainder of the school year.
- If a scholar does not meet the terms of the contract, a meeting will be held with parents and the scholar may be put on scholarship probation.
- An evaluation will be held at the end of the school year to decide the course of action for the following school year.

2. Conduct Probation: A scholar will be put on probation after two Saturday detentions.

Action Plan:

- A mandatory meeting will be held with the scholar, a DLFF representative, parent, and any pertinent school personnel. At this time, a formal contract will be put in place and signed by both scholar and parent.
- The scholar will remain on probation for the remainder of the school year.
- If a scholar does not meet the terms of the contract, a meeting will be held with parent and scholar and further actions may be taken.
- At the end of the school year, an evaluation will take place to decide the course of action for the following year.

3. Conduct Suspension: A scholar will be put on scholarship suspension if he/she receives three Saturday detentions or receives one suspension infraction from CEC in a school year.

Action Plan:

- A mandatory meeting will be held with the scholar, a DLFF representative, parent, and any pertinent school personnel. At this time, a formal contract will be put in place and signed by both scholar and parent.
- Scholarship suspension will remain in effect for the rest of the school year.
- Scholarship monies will be disbursed to CEC per quarter providing the scholar meets the terms of the contract.
- An evaluation will be held at the end of the school year to decide the course of action for the following school year.



PARTICIPATION

The following requirements are expected of a DLFF scholar:

- Participation in at least one DLFF Community Service Project (can be credited toward CEC service hours)
- Complete assigned tasks accurately and timely. Tasks include but are not limited to:
 - ✓ Maintain correct information on Student Profile.
 - ✓ Complete Interest Survey at the beginning of each school year.
 - ✓ Complete Progress Monitoring each quarter by due date.
 - ✓ Respond to emails and other correspondence from DLFF team.

DLFF Community Service Program

As a recipient of a DLFF scholarship, you are committing to DLFF's mission of service in the community. All DLFF Scholars are responsible for participating in at least one community service project with DLFF each school year. Community Service projects will be offered on a quarterly basis and details can be accessed using the DLFF Scholar Calendar or the DLFF website. Students are encouraged to check the calendar and website regularly.

DLFF does not require a community service reflection form. Instead, Scholars must participate in a reflection discussion which will take place immediately after each volunteer event. If a Scholar does not participate in this discussion then they will be required to submit an essay to the Director of Community Services within 5 days after the event. The essay requirements will be up to the discretion of the DLFF Educational Team.

DLFF Community Service Team Opportunities

DLFF would like to identify groups of Scholars who would like to make a bigger impact in the community. DLFF will provide opportunities for teams of Scholars to pair with one of our community partners to help the organization throughout the year. Projects will vary by group (organization), but teams will be able to develop a deeper relationship with the organization of their choice. This is a wonderful leadership and service-learning opportunity.

Participation Progress Reports will be emailed to students and parents in January and April. January

A mid-term report will be sent to scholars and parents showing *satisfactory or unsatisfactory* progress in participation. Scholars who have not shown any participation or who are not current with their tasks will be given a warning. It is expected that the scholar will work during the second semester to fulfill the expectations set forth.

April

An updated report will be sent to scholars and parents showing satisfactory or unsatisfactory progress. It is expected that the scholar will fulfill the expectations set forth by May.



PARTICIPATION

Participation Final Evaluation will be sent to scholars and parents in June.

A final evaluation will be sent to scholars and parents showing a ***satisfactory or unsatisfactory*** rating for participation. If a scholar has an ***unsatisfactory*** rating, the scholar will be put on scholarship probation. The probationary period will go into effect for the next school year. A mandatory meeting will be set with parent, scholar, and DLFF representative to address the issue and how it can be resolved. If a scholar fails to improve during the probationary period, he/she may be put on **scholarship suspension**. This will be handled on an individual basis and is left to the discretion of the DLFF Educational Team.

CELL PHONE USE

During DLFF meetings, events, and community service projects, we ask that cell phones be muted and kept out of sight. Talking or texting is prohibited during this time.