



SCHOLAR POLICY

Updated September 2021



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:

Academics

- Quarterly general average of 80% with no failures

Conduct

- Satisfactory attendance as defined by CEC policy.
- Satisfactory conduct as determined by the CEC Code of Conduct

Participation

- Participation in at least one CEC activity or club per school year
- Participation in DLFF Mentor Team's Community Service-Learning Project
- Participation in DLFF sponsored events and/or programs
- Attendance at DLFF Quarterly All Scholars meetings and Mentor Team meetings
- Completion of required tasks on time
- Maintain 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

DLFF FINE ARTS SCHOLARS

Fine arts scholars must abide by the requirements set forth by the Fine Arts Scholarship Agreement. If requirements are not met, or if the scholar wishes to opt out of the Fine Arts Scholarship Program, the scholar must notify the Director of Fine Arts. A meeting will be scheduled with the scholar, parent, Director of Fine Arts, and DLFF Executive Director to decide an appropriate course of action.



ACADEMICS

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 either of the following:

- Quarterly GPA falls below 80
- Mandated CEC Academic Recovery Plan

Action Plan: Quarterly GPA Below 80

- The scholar must meet with a DLFF representative to discuss the problem and how to resolve the issue. Scholar must utilize any CEC support resources available.
- The scholar will have the following marking period to improve their academic standing. The scholar must present evidence of progress midway through the following quarter to their DLFF Mentor.

Action Plan: CEC Academic Recovery

- Abide by the stipulations set in their CEC Academic Recovery Plan
- Meet with DLFF representative weekly to discuss progress

The scholar will be returned to "**good scholarship standing**" provided progress is shown as determined by the CEC/DLFF Academic Team. If progress is not shown, the scholar may be put on **Academic Probation**. Inadequate effort or progress will be determined by the DLFF Academic Team.

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 a warning has been issued and goals have not been met.
- A scholar fails to abide by the CEC Academic Recovery Plan and/or shows no improvement after 3 weeks.
- All support resources have been exhausted and/or parental support has not been shown.
- A scholar fails a course on their quarterly report card.

Action Plan:

- Mandatory meeting with scholar, DLFF representative, parent, and any necessary CEC personnel.
- DLFF requirements will support the recommendations set by the CEC Academic Team and **MUST** be followed accordingly.
- Meet with DLFF mentor as determined by the scholar's mentor.



ACADEMICS

The scholar and parent will sign a DLFF Academic contract acknowledging the stipulations of the action plan and consequences. The scholar will remain on probation for a time as determined by the DLFF Academic Team.

Academic Suspension

A scholar may be put on scholarship suspension for one or more of the following reasons:

- A scholar fails to successfully complete the requirements of academic probation.
- A scholar fails a subject for the school year.

Action Plan:

- Mandatory meeting with parent and scholar informing them of scholarship suspension. A contract will be created by the DLFF Academic Team, in conjunction with the CEC Academic Team, to support successful completion of academic requirements and continuation or reinstatement 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 remain on suspension for the entire school year. A quarterly evaluation will be held with the scholar, a parent, and DLFF Academic Team to determine the progress and successful effort of the scholar. The scholar may be reinstated to **“good scholarship standing”** upon final evaluation by DLFF Academic Team. Scholarship may be revoked if academic requirements are not met as stipulated in the plan.



CONDUCT

The **DANAHER LYNCH FAMILY FOUNDATION** values the personal and social development of each member, encouraging respect for self and others. The DLFF Conduct Policy was written in alignment with the CEC Code of Conduct and is meant as a guide for handling issues related to the behavior of a DLFF Scholar. It is the intent of the foundation to support Conwell Egan Catholic in handling conduct infractions and provide any additional support needed for our DLFF scholars. Therefore, our policy will reflect the guidelines of the CEC Code of Conduct. The Danaher Lynch Family Foundation reserves the right to decide a course of action for conduct infractions on an individual basis.

Warning:

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

Action Plan:

- DLFF will ask for input from the AP of Student Life to help determine how to best support the scholar. The scholar will meet with their DLFF mentor or other DLFF representative to discuss the problem and supports needed.
- The scholar must meet with his/her DLFF mentor for a time as determined by the mentor.
- If a scholar fails to make successful progress or receives another conduct infraction during this time, a meeting will be held with parents and CEC to discuss a course of action to ensure success.
- An evaluation will be held at the end of the quarter to decide the course of action for the following quarter. The scholar may be reinstated to "**good scholarship standing**" upon final evaluation by DLFF Academic Team.

Probation

A scholar will be put on probation after two Saturday detentions.

Action Plan:

- CEC Office of Student Life and a DLFF representative will meet with the scholar and parent to determine a course of action. At this time, a formal contract will be put in place and signed by both scholar and parent.
- The scholar must meet weekly with a DLFF mentor or another designated DLFF representative to discuss progress.
- The scholar will remain on probation for the remainder of the school year.
- If a scholar receives an additional infraction while on probation, a meeting may be held with parent, scholar, and DLFF representative to determine if any additional supports are needed.



CONDUCT

- At the end of the school year, an evaluation will take place to decide the course of action for the following year. The scholar may be reinstated to “*good scholarship standing*” upon final evaluation by DLFF Academic Team.

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:

- CEC Office of Student Life and a DLFF representative will meet with the scholar and parent to determine a course of action. At this time, a formal contract will be put in place and signed by both scholar and parent.
- The scholar must meet weekly with DLFF mentor or another designated DLFF representative.
- Scholarship suspension will remain in effect for a time as determined by the DLFF Academic Team.
- Scholarship monies will be disbursed to CEC per quarter providing the scholar meets the terms of the contract.
- An evaluation will be held by DLFF Academic Team and CEC Office of Student Life at the end of the school year to decide the course of action for the following school year. Scholarship may be revoked if requirements were not met as stipulated in the plan.
- The scholar may be reinstated to “*good scholarship standing*” upon final evaluation by DLFF Academic Team.



PARTICIPATION

The **DANAHER LYNCH FAMILY FOUNDATION** mission is to unleash the potential of people in the community. We encourage our scholars to be an active participant in both the DLFF community and the CEC community. Through participation in DLFF programs, scholars learn the importance of initiative, responsibility, accountability, leadership, and community service. These are the qualities needed for students to become responsible adults, informed citizens, and skilled professionals. The following requirements are expected of a DLFF Scholar:

- Participation in a CEC activity or club.
- Participation in DLFF Mentor Team Community Service-Learning Project.
- Participation in DLFF sponsored events or programs within the school network.
- Attend and participate in scheduled All-Scholars Meeting and Mentor Team Meetings.
- Completion of assigned tasks accurately and timely. Tasks include but are not limited to:
 - ✓ Maintain correct information on Student Profile and inform DLFF Director of Educational Services of any changes.
 - ✓ Complete Interest Survey in the beginning of each school year.
 - ✓ Complete Progress Monitoring each quarter by due date.
 - ✓ Respond to emails and other correspondence from DLFF team.

CELL PHONE USE BEHAVIOR

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.

VIRTUAL MEETING EXPECTATIONS

During DLFF virtual meetings, the following guidelines are in effect:

- Log in to Zoom on time using your CEC email
- Video option must remain on
- Appropriate background
- Proper attire – no printed tees (CEC or DLFF tees are acceptable)
- Scholar is seated in a chair and remains present and attentive during meeting
- Respectful and courteous behavior
- No use of cell phones
- Zoom meeting may not be recorded without permission of a DLFF Administrator



PARENT EXPECTATIONS

The DLFF Team will work with your scholar to help him or her achieve success during their DLFF experience, however we need parental support for you to remain informed and assist us in our mission of building leadership skills in all DLFF scholars. Please help us help your student by:

- Responding to all correspondence from a DLFF representative in a timely manner.
- Maintaining open communication with DLFF on matters concerning your child.
- Reporting any change of address, email, or other personal information to DLFF Administrative Assistant.
- Informing DLFF Executive Director if your child withdraws from CEC.



DANAHER LYNCH FAMILY FOUNDATION STAFF

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DLFF ACADEMIC TEAM

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- Kathy Shegda
- Maggie Fischer

DLFF MENTOR TEAM

- Susan Lynch DiLisio
- Kathy Shegda
- Maggie Fischer
- Pam Lynch
- Kristin Addis