



# SCHOLAR POLICY

Updated September 2023



## **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.

### **DLFF COMMUNITY AND CREATIVE ARTS SCHOLARSHIP REQUIREMENTS**

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 or community organization per school year
- Participation in DLFF Community Partner Service Project
- Participation in DLFF sponsored events and/or programs
- Attendance at DLFF All Scholars meetings, Mentor Team meetings, and Service 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 CREATIVE ARTS PROGRAM SCHOLARSHIP**

Effective with the 2023-2024 school year, the DLFF Fine Arts Scholar Program will be known as the DLFF Creative Arts Program (CAP). Any scholar awarded a DLFF Visual, Performing, or Instrumental scholarship will be recognized as a DLFF CAP Scholar.

**Creative Arts** scholars must abide by the requirements set forth by the [Creative Arts Scholarship Agreement](#). If requirements are not met, or if the scholar wishes to opt out of the Creative Arts Scholarship Program, the scholar must notify the Creative Arts Program Mentor via a [request form](#). A meeting will be scheduled to decide an appropriate course of action.



## ***PARTICIPATION***

The **DANAHER LYNCH FAMILY FOUNDATION** mission is to unleash the potential of people in the community. We encourage our scholars to be active participants in both the DLFF community and the CEC community. Through participation in DLFF programs, scholars learn the importance of responsibility, accountability, initiative, 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 or community organization.
- Participation in DLFF Community Partner Service Project.
- Participation in DLFF sponsored events or programs within the school network.
- Attend and participate in scheduled All-Scholars meetings, Mentor Team meetings, and Service 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 at the beginning of each school year by scheduled due date.
  - ✓ Complete Progress Monitoring each quarter by scheduled due date.
  - ✓ Complete Service Tracking forms and Schoology Service Journaling by scheduled due date.
  - ✓ Complete End-of-Year Exit Survey by scheduled due date.
  - ✓ Sign up for the required **Remind app** as directed. Scholars must turn on the **Remind App**.
  - ✓ Scholars are also required to check their CEC email and Schoology accounts on a daily basis and reply to messages from the DLFF mentor team in a timely manner.

## **CELL PHONE USE BEHAVIOR**

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



## ***PARTICIPATION***

### **DLFF CEC SCHOLAR SERVICE Program and Expectations**

#### **Program Description**

As part of the DLFF High School Scholarship, students should maintain an attitude that aligns with giving back to the community. All students who receive a DLFF High School Scholarship will be required to volunteer a minimum of 10 hours per school year.

The breakdown of service hours is as follows:

- A minimum of 8 service hours performed with their DLFF Service Team
- A minimum of 2 service hours completed with an approved community partner or with another DLFF service team.

#### **DLFF Service Teams**

DLFF will host a Service Fair at Conwell-Egan Catholic High School in September. Similar to a job fair, scholars will have an opportunity to listen to our community partners and learn more about the organization's mission and their needs. Scholars will be required to join one service team and volunteer with the organization during the first semester at CEC. Sign-ups will take place at the commencement of the service fair and will be on a first come, first served basis.

Each service team will consist of approximately 20 scholars and one DLFF team member who will serve as the "host" for the organization. Service Hosts will facilitate volunteer projects, chaperone events, provide service-learning opportunities for their team, and hold students accountable for their service commitments. DLFF Scholars are responsible for attending service project meetings including pre- and post- conferences, handing in necessary work, and completing all service commitments.

#### **Participation**

All scholars are required to participate in the DLFF Community Service Program. Participation includes communicating with their Service Team Host as well as attending meetings and following through on service commitments. Only excusable absences will be accepted by the Service Team Host with at least one day's notice of the absence. Consequences for non-participating scholars will be as follows:

- **First Offense:** Service Host will contact Scholar and Parent on email communication.
- **Second offense:** Service Host will alert grade-level DLFF Mentor that the scholar is not participating in the service team requirements. DLFF Mentor will meet with the Scholar to discuss a DLFF action plan.
- **Third offense:** For two or more unexcused absences, a meeting between the DLFF Mentor, Scholar and Parent will be set up to discuss DLFF's Scholarship Probation.



## ***PARTICIPATION***

### **Service Hour Tracking Requirements**

All community service hours completed by our scholars should be reported to DLFF via the Scholar Service Tracking Form. DLFF captures the impact of our scholars via this form as well as information for scholar spotlights. Scholars are expected to submit a tracking form after each volunteer experience (including service team projects). As part of the form submission, scholars must take a photo of themselves volunteering.

All 10 hours of community service must be documented via the Scholar Tracking Form by January 31st, 2024. Failure to submit the minimum service hours on time will result in Scholarship Probation and an action plan to ensure remaining service hours are completed.

### **Reflection-Service Learning**

To further enrich the community service experience, DLFF Scholars will be required to journal about their volunteer experience. Journal prompts will be provided to Scholars via Schoology and should be completed immediately. Journal entries will be shared during group discussions facilitated by the Service Host.

### **Service Team Presentations**

In February, DLFF Scholars will work together in their Service Teams to summarize the impact of the work completed. Service Teams will share an overview of their work with fellow DLFF Scholars and Mentors.

## **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 – (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



## ***PARTICIPATION***

### **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.



## 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 and does not complete the CEC-required summer credit recovery course(s).

### **Action Plan:**

- Mandatory meeting with parents 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 the 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 support 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 parents, scholar, and DLFF representative to determine if any additional support is 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.



## DANAHER LYNCH FAMILY FOUNDATION STAFF

Executive Director  
Susan Lynch DiLisio  
[sue@dlff.org](mailto:sue@dlff.org)

Director of Educational Services  
Kathy Shegda  
[kathy@dlff.org](mailto:kathy@dlff.org)

Director of DLFF/CEC Scholarship Program  
Maggie Fischer  
[maggie@dlff.org](mailto:maggie@dlff.org)

Director of Community Outreach  
Pam Lynch  
[pam@dlff.org](mailto:pam@dlff.org)

Creative Arts Development Partner  
Jahmai Person  
[jperson@conwell-egan.org](mailto:jperson@conwell-egan.org)

Coordinator of Special Events and Programs  
Kristin Addis  
[kristin@dlff.org](mailto:kristin@dlff.org)

Administrative Assistant  
Linda Jensen  
[linda@dlff.org](mailto:linda@dlff.org)

### **DLFF ACADEMIC TEAM**

- Kathy Shegda
- Maggie Fischer
- Jahmai Person

### **DLFF MENTOR TEAM**

- Susan Lynch DiLisio
- Kathy Shegda
- Maggie Fischer
- Kristin Addis
- Jahmai Person