



SCHOLAR POLICY



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 per school policy
- Satisfactory conduct as determined by the CEC Code of Conduct

Participation

- Participation in at least one school activity or club per school year
- Completion of your DLFF Community Project
- Participation in DLFF sponsored events and/or programs
- 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



ACADEMICS

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 either of the following:

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

Action Plan:

- The scholar must meet with a DLFF representative to discuss the problem area and how to resolve the issue.
- 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 will be 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 Academic Team. If progress is not made by the end of the marking period, the scholar may be put on **Academic Probation** for the next marking period. Inadequate effort or progress will be determined by the DLFF Academic 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 to develop an action plan.
- The formal action plan will include **mandatory tutoring** for each failed subject. The scholar must provide evidence of participation in a 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 a time as determined by the DLFF Academic Team.

End of year evaluation will be held with the scholar and DLFF Academic Team to determine academic status for the following school year. The scholar will be returned to **"good scholarship standing"** as determined by the DLFF Academic Team.

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 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.

End of year evaluation will be held with the scholar, a parent, and DLFF Academic Team to determine academic status for the following school year. 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. The DanaHER Lynch Family Foundation reserves the right to decide a course of action for conduct infractions on an individual basis.

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 CEC Dean of Students to discuss issue and supports needed. A formal contract may be put in place to ensure success.
- The scholar will sign the contract and a copy of the contract will be emailed 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. The scholar may be reinstated to "**good scholarship standing**" upon final evaluation by DLFF Academic Team.

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. The scholar may be reinstated to "**good scholarship standing**" upon final evaluation by DLFF Academic Team.



CONDUCT

- 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 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 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 DLFF 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 school activity or club
- Completion of your DLFF Community Service Project
- Participation in the DLFF Mentorship Program
- Participation in DLFF sponsored events or programs within the school network
- 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



PARENTS

PARENT EXPECTATIONS:

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



STAFF LIST

DANAHER LYNCH FAMILY FOUNDATION STAFF

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Susan Lynch DiLisio

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DLFF ACADEMIC TEAM

- Susan Lynch DiLisio, Executive Director
- Kathy Shegda, Director of Educational Services
- Maggie Fischer, Director of Academic Programs