



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 (no lower than 75%)
- Participation in at least one school activity or club per school year
- Participation in at least one DLFF Community Project (can be credited toward CEC service hours)
- Participation in at least one DLFF sponsored event or program within the school network: peer mentoring program, tutoring, college nights, CEC/DLFF event planning, etc
- Completion of required tasks and 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 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 next marking period. Inadequate effort or progress will be determined by the DLFF Director of Educational Services.

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 tutoring program. The scholar will have the following marking period to improve their academic standing.

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 the first time a scholar's conduct grade falls below 75%.**

Action Plan:

- The scholar must meet with DLFF representative to discuss the problem and how to resolve it. Scholar will sign off on plan and a copy will be sent to parent.
- The scholar will be required to check in with DLFF representative once a month for the following quarter to discuss progress.
- The scholar will return to **good scholarship standing** if conduct grade meets the requirement of 75% the following quarter.

- 2. Conduct Probation: A scholar will be put on scholarship probation when the conduct grade falls below 75% for the second time in one school year.**

Action Plan:

- Mandatory parent meeting with scholar, DLFF representative, parent and any pertinent school personnel.
- Formal Action Plan will be created to include goal and progress meetings with DLFF representative.
- The scholar and parent will sign a contract acknowledging stipulations of plan and consequences.

A scholar who falls below a conduct grade of 75% in 2 or more quarters will be kept on Conduct Probation for the following school year.

- The scholar may opt to attend a leadership program during the summer months. Probation may be removed upon successful completion of program and the scholar will be put on Conduct Warning for the following school year.

- 3. Conduct Suspension: A scholar will be put on scholarship suspension when the scholar has failed conduct for the school year.**

Action Plan:

- Mandatory meeting with parent and scholar informing them of scholarship suspension. Scholarship grant will be pro-rated and disbursed each quarter for the following school year provided student meets conduct requirements.
- Suspension period is for one school year. Scholar will be reinstated the following year if requirements have been met. Scholarship may be revoked if conduct requirements are not met the following school year.

In addition to being put on Scholarship Suspension the following year, the scholar will be required to attend a leadership program during the summer months. Suspension may be removed upon successful completion of the program and the scholar will be put on Conduct Probation for the following school year.



PARTICIPATION

The following requirements are expected of a DLFF scholar:

- Participation in at least one school activity or club.
- Participation in at least one DLFF Community Service Project (can be credited toward CEC service hours).
- Participation in at least one DLFF sponsored event or program within the school network: peer mentoring program, tutoring, college nights, CEC/DLFF event planning, etc.
- Complete assigned tasks accurately and timely. Tasks include but are not limited to:
 - ✓ Maintain correct information on Student Profile.
 - ✓ Complete Interest Inventory in the beginning of each school year.
 - ✓ Complete Progress Monitoring each quarter by due date.
 - ✓ Respond to emails and other correspondence from DLFF team.

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 June.

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 Director of Educational Services of the Danaher Lynch Family Foundation.

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.