

Leadership Franklin County Community

Student Attendance & Participation Policy

Leadership Franklin County students are expected to attend all day of every session. Full attendance and strong participation are directly related to the value of the experience for individual participants and for the class as a whole.

1. Attendance at Orientation/Retreat and Graduation is mandatory. There are no exceptions.
2. On time attendance at all program sessions is required.
 - a. The Leadership Franklin County Program Coordinator must be given as much advance notice as possible of any absence, planned or emergency, including late arrivals and early departures.
 - b. Students may accumulate up to 3 absences.
 - c. Each session missed counts as 1 absence and ***most program days are comprised of 2 sessions***. If a session is missed the student then must complete a make-up assignment for each session missed in order to graduate. Make-up instructions for missed sessions must be obtained from the Leadership Franklin County Program Coordinator. The make-up assignment is due by the next session date.
 - d. Failure to complete a make-up assignment prior to the next session will be considered an additional absence (i.e. ½ day or 1 session).
 - e. Failure to complete a homework assignment prior to the due date for the corresponding session will be considered an additional absence (i.e. ½ day or 1 session).
 - f. Completion of session surveys is also required. Any student missing more than 2 surveys will be given an absence.
 - g. Students are expected to arrive promptly and be ready to start on time (usually 8 a.m.). Students are also expected to stay until the end of the session (usually 5 p.m.). Any student who is tardy frequently or leaves early will be given an absence.
 - h. Any student accumulating more than 3 absences or missing more than 1 ½ days (3 sessions), regardless of whether they are made up, will be dismissed from the program. Tuition will not be reimbursed or pro-rated. Students will be encouraged to apply for another class at their own expense. *The only exception is if a student enrolls in the program with the commitment to attend all sessions and an emergency arises and the Orientation/Retreat sessions are missed. The student will be asked to leave the program and be enrolled for the next year's program with the tuition being held for the future years' program.*
3. Attendance is monitored by the Leadership Franklin County Steering Committee.

(signature)

____/____/____
(date)

Student Responsibilities

- ✓ Adhere to the attendance policy
- ✓ Prepare accordingly for upcoming LFC sessions
- ✓ Arrive and be ready to begin on time to each session
- ✓ Be “present” during sessions (minimum work contact etc.)
- ✓ Have cell phones and other work contact turned off except on break or lunch
- ✓ Participate with community service project team
- ✓ Adhere to missed session and make-up policy
- ✓ Complete Session Surveys
- ✓ Communicate with LFC Program Coordinator and Mentors
- ✓ Do homework, surveys, etc. without prompting and turn in on time

Student Missed Session Make Up Policy

In the event of an absence from any Leadership Franklin County session, the participant will be required to complete a make-up assignment. The intent of the assignment is to help the participant gain from the subject matter that was covered in the session. It is not intended to be a “punishment” for missing a session. Each session (not each day – most days encompass more than one session) will have a different make-up assignment. Make-up instructions for missed sessions are included in the Session Outline/Itinerary that is emailed to students prior to all sessions; the assignment must be completed prior to the following session. The Leadership Franklin County program coordinator maintains the list of make-up assignments.

Failure to complete the required make-up will result in the participant being charged with an additional absence. Any student accumulating more than 3 absences will be dismissed from the program.