



POLICY IN REGARD TO CLASS ATTENDANCE

Revisions Adopted December 6, 2017

It is the approved policy of the Leadership Montgomery County Board of Directors that in order to be recognized as a “graduate” of Leadership Montgomery County (LMC), class members must participate in the Welcome Reception, the Opening Retreat and not miss more than fourteen (14) hours, in total, of LMC sessions based on a 9 hour session day.

I. Mandatory Retreat Participation:

Retreat participation is vital to the LMC experience. For this reason, a class member who misses all or part (greater than 1.5 hours) of the opening retreat may not be classified as a “graduate” of the current class. In the event of missing all or part of the retreat sessions, available options are:

1. Continue to attend all scheduled classes and abide by all attendance/participation policies and other requirements of the current class.

The class member will be included in the graduation ceremony, but shall be recognized as a “participant” of the class as a result of not meeting the retreat participation criteria. Additionally, failure to comply with all monthly session attendance policies and other class requirements will result in the student’s removal from any recognition in the graduation ceremony and/or other opportunities.

2. Withdraw from the class and forfeit tuition.
The class member may make application for a future LMC class with the understanding that he will be screened accordingly along with all other applicants without preferential treatment. The class member will not be recognized in any way at the graduation ceremony.
3. Withdraw from the class due to death of immediate family member.
In the case of the death of an immediate family member, (spouse, child, parent, sibling, grandparent, grandchild, father-in-law, or mother-in-law of the class member), an absence of greater than one and one-half hours of the retreat may be recognized. Under this circumstance only, and upon approval of the LMC Board of Directors, the student may have an option

to effectively withdraw from the current class. Additionally, the student may have a space reserved in the next year's class.

Upon approval of the request by the LMC Board of Directors, the class member shall be as classified as "withdrawn" from the current class. The class member will no longer be allowed or required to attend any scheduled sessions for the current class. The class member will not be recognized in any way at the graduation ceremony. However, a space for the student to be included in the following year's class shall be "reserved," given the student abides by all current application procedures to apply for admission into the "make-up" year's class. This reserved space is non-transferable to any future classes or other applicants.

It is the responsibility of the class member to provide a written request to exercise this option to the LMC Board of Directors' Chairman and Executive Director postmarked or electronically date stamped, no later than two (2) weeks prior to the first class session. Failure to meet this and any other deadlines negate any opportunity for application of this process.

At this point, all tuition charges for the current class are forfeited. Additionally, to utilize the space retained for the student in the following year's class, he will be required to pay all prorated per-student retreat costs for the make-up year. This amount will be calculated based on the costs for the make-up year retreat. The student will be required to provide a new application for the make-up year and abide by all deadlines, etc., as required of all other applicants for the class. This option to participate does not extend any later than the very next class year. The amount of the tuition costs for this student will be provided by the LMC Board of Directors as soon as practical, once the application is approved. The cost of tuition shall be less than standard costs. This is due and payable similarly to tuition payments from other applicants for the class.

Upon completion of all requirements to be included in the following year's class and fulfilling all other graduation criteria, the student may be classified as a "graduate" of the class.

II. Class Session Attendance:

In order to graduate from Leadership Montgomery County, class members must show a dedication to the program through regular and timely attendance. In addition to the Welcome Reception and the Retreat, class members must not miss more than fourteen (14) hours of regular class sessions during the entirety of the LMC program year to be considered as a "graduate" of the class. In the event more than fourteen (14) hours but no more than twenty-three (23) hours are missed and the student abides by all other requirements of the class, the student shall be classified as a "participant" of the current

class and will be recognized as such at the graduation ceremony. A student that misses more than twenty-three (23) hours will be dropped from the program entirely. No tuition refunds of any kind will be provided in either case. Additionally, no recognition at the graduation ceremony will be provided upon being dropped from the program. A class session is defined as a 9 hour day.

III. Change in Status:

The LMC Board of Directors has established the following policy and criteria for LMC class participants to complete in order to change their status to that of “graduate”:

1. It will be the responsibility of each class member to comply with the criteria to change their status to “graduate.” This includes knowing when the needed sessions are scheduled.
2. If a class member has not participated in all retreat sessions as required to fulfill the requirements for “graduate” classification, no make-up retreat sessions are allowed to complete a change in status.
3. A maximum of nine (9) hours of LMC sessions may be made up and all of those hours must be made up on one (1) LMC session.
 - a. Should a class member need less than nine (9) hours to drop to the 14-hour mark, they must attend the entire nine- (9) hour session in order to comply with these criteria.
4. The LMC session attended to make up the nine- (9) hours must be the similar session that was missed during the individual’s original participation as a LMC class member.
5. The session to be made up can only be attended during the year immediately following the member’s class year. If the make-up session is not completed at this time, the participant is not eligible to change their status to “graduate.”
6. The participant making up a session must:
 - a. Notify the LMC Executive Director in advance of their intention to attend a specific session and
 - b. Pay for his own lunch and any other expenses incurred for that session.
7. It will be the responsibility of the LMC Executive Director to:
 - a. Include the individual in graduation ceremonies;
 - b. Order a plaque with the appropriate year of graduation; and
 - c. Notify the LMC Alumni Association of the status change from participant to graduate.

IV. Appeal Process for Absence

We realize that there may be serious circumstances beyond a class member's control that could prohibit a class member from meeting the attendance policy requirements. If a class member feels that an exception should be granted outside the scope of the attendance policy, he or she can appeal to the board.

It is the responsibility of the class member to provide a written request to exercise this option, including sufficient evidence to warrant application of this exception, to the LMC Board of Directors' Chairman and Executive Director. The board will review the appeal and communicate the decision to the class member in a timely manner.

V. FORCE MAJEURE/ACT OF GOD:

Periodically circumstances have occurred that are beyond the control of either LMC or the individual class members – such as a hurricane causing retreat to be cancelled, and the Tri-County Wildfires causing the LMC retreat to be rescheduled. When such an event occurs, the LMC Board of Directors reserves the right to modify and/or alter this attendance policy as the circumstances may require, with any such force majeure/act of God alteration to this policy becoming effective on a majority vote of the Board of Directors. Any such change shall be recorded in the Board minutes and applicable to the class year in issue.

VI. REMOVAL OF A CLASS MEMBER

All class members participate in the class at the discretion of the Board of Directors. The Board of Directors may by two-thirds (2/3) majority vote remove a class member for any reason. Upon removal, the class member shall receive a prorated refund of tuition.

All questions related to this policy should be directed to the LMC Board of Directors.