

## **GENERAL INFORMATION**

### **LEADERSHIP SACHSE**

#### **ATTENDANCE POLICY**

Class members must miss **FEWER THAN 16 HOURS** of class time throughout the program year in order to be eligible to graduate with the class.

1. Each day, sign in upon arrival to class indicating time of arrival.
2. A cumulative record of time missed will be maintained by the class advisors and will be available for review. Look for the report in the same location as the sign in sheet.
3. If you are running late for class, notify a class advisor so that we can make any special arrangements needed.
4. As soon as you know you will miss all or part of a day's program, notify a class advisor so that we can plan accordingly.
5. In the event your time missed exceeds 16 hours, the LS Steering Committee will review the information related to reason for absences. Depending on the situation and whether the absences were due to conflicts beyond the control of the class member, the Steering Committee **may** grant an exception and allow the member to continue with the program. The class member would then need to complete the time missed in the next year's class schedule to be eligible to graduate from the program.
6. **CALCULATING TIME MISSED:** Class members arriving 15 minutes late will be charged with 1 hour of missed time; members leaving 15 minutes early will be charged with 1 hour of missed time. Regardless of the length of a particular program day, the maximum number of hours that will be recorded as "missed" is 8 hours. (There are a few days in the year where the program day runs in excess of 8 hours, such as City Day and State Government Days)

If you ever have any questions about your attendance record, please discuss a member of the LS Steering Committee.

#### **"HARD START"**

Each class day begins with breakfast provided during typically a 30-minute period prior to official program day start. **The time the program begins is referred to as the "hard start" and that is when the clock starts to roll for missed time purposes.**

1. Arrive early enough so that you can complete breakfast prior to the "hard start" time for the program day. Often there will be speakers introduced right at hard start time and we want to give them our full attention and respect.

#### **SPECIAL MEETING ATTENDANCE POLICY**

Class members must attend 1 GISD or Wylie School Board meeting and 1 Sachse City Council meeting before the date of graduation in order to be eligible to graduate with the class.

1. Following attendance at one of these meetings, register the date of your attendance on the attendance form sign in sheet.
2. No proof of attendance is required – just your word.
3. Even if you have attended City Council meetings in the past in any capacity, it is still required that you attend one of the meetings prior to graduation. Viewing the process and the dynamics of a city council meeting through the eyes of a class member could be much different than the focused purpose for your prior attendance.
4. With regard to the City Council meeting requirement, you may attend a Work Session as an option for satisfying the requirement.

## **CELL PHONE & TECHNOLOGY USAGE DURING CLASS**

So that Leadership Sachse may have the best possible experience during the program days, it is important that cell phones not be used except during designated break times. Please turn your phones to silent after our “hard start” and refrain from texting, calling or emailing except during breaks. Break time is a chance for you to continue to develop your relationship with class members, so we encourage you to use your phones only for brief and/or necessary communications during that time.

You are welcome to use “technology” pieces for things related to class content. Taking notes, searching for information, etc. is often helpful and certainly encouraged at any time.

## **AGENDAS FOR PROGRAM DAYS**

**A few days prior to each program day, you will receive an email with the AGENDA attached.** The agenda you receive at that time is the FINAL AGENDA and is the one you’ll want to refer to for information related to that day’s program.

The agenda information in your notebooks is for general reference only. Location and content may change, so **always refer to the agenda you receive via email.**

## **WHAT TO WEAR**

Recommended or required “dress” for each program day is provided with the program agenda notes. Here’s a description of each category of “dress”.

1. **Very casual:** shorts, t-shirts, casual shoes, jeans, etc.
2. **Business Casual:** ladies in skirts, dresses, pants & tops – men in slacks, shirts, etc.  
Mainly: **no jeans.**
3. **Business Dress:** men in suits or sport coats and ties; ladies in pant sets, dresses, skirts, etc.  
**NO JEANS.** Business dress is only required once and that is for the trip to Austin when we meet with elected officials and state administrators/staff.

## **THANK YOU CARDS**

Class members will be asked to help in showing our appreciation for their participation by writing and mailing “thank you” notecards to the speakers and presenters throughout the year.

1. At each meeting, there will be thank you cards with designated speaker information attached. Class members will be asked to take one of the cards, pen a note of appreciation to the speaker, and mail within a few days of the program day.
2. For those members who do not take an assigned card, there are additional blank cards available for you to use for speakers of your choice.
3. You will receive a list of the contact information for all program speakers. You are encouraged to send notes to as many speakers as you’d like as a show of your appreciation.

## **COMMUNITY SERVICE PROJECT**

As a requirement of Graduation, each Leadership Sachse Class member must participate in 8 hours of Community Service. This maybe as a group or an individual project. More information on this opportunity will be presented during the Community Trusteeship Day.