# Literacy Volunteers - Chippewa Valley Student Contract

**One-to-One Pairs**

**Eligibility.** For LV-CV to meet your learning needs, you need to:

* + be at least 18 years of age, out of school, and live in (or arrange to meet your tutor in) Eau Claire, Dunn, or Chippewa County.
	+ be able to make your own appointments and arrange for your own transportation to and from sessions.
	+ be able to complete the registration and testing process.
	+ meet with your tutor in a public place.
	+ participate in your learning by:

---choosing and working toward specific goals,

---coming to sessions on time and staying for the entire lesson,

---trying to do any assigned homework,

---trying to follow your tutor’s directions, and

---asking questions when something is not clear.

---being free of alcohol and illegal substances.

---being respectful of others.

**Attendance**. You are expected to attend regularly. If you must miss a session, you must contact your tutor. If you miss three sessions without directly notifying your tutor or the Literacy Volunteers - Chippewa Valley staff, you may be dropped from the program and the tutor may be assigned to another student.

**Evaluation.** Each year, a staff member will meet with you to help decide what your next step will be in our program. At least once a year, and often twice a year, you will be given a standardized assessment to help us review your progress. LV-CV’s tutors are volunteers and are not trained in working with learning disabilities. A tutor may decline to work with you if the tutor feels that he or she is unable to help you learn. The LV-CV staff may decide that our literacy program does not meet your learning needs. In that case, we will try to refer you to an appropriate program.

**Progress.** It is expected that students will meet their goals in two to three semesters. If goals are not met within this time frame, the instructor and student will meet to review the plan and the educational/personal goals. If it seems appropriate, the student may be referred to another agency.

I understand LV-CV’s student contract.

Student Signature Date

Staff Signature Date

*LV-CV does not discriminate on the basis of race, creed, color, national origin, religion, sex, age, physical appearance, sexual orientation, veteran status, familial status, or disability.*

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