### Safety Policy for Blue Ridge Literacy Council

The mission of the Blue Ridge Literacy Council is to provide our Henderson County adult students the English communication and literacy skills they need to reach their full potential as individuals, parents, workers and citizens.

Blue Ridge Literacy Council is a fully accredited affiliate of ProLiteracy America.

1. The Council gives service to persons 18 years of age and over, not registered in a secondary school system and functioning at or below NAAL Levels 1 and 2. Persons aged 16 and 17 and not enrolled in a secondary school and those at other NAAL levels may be accepted on a case-by- case basis.
2. The BRLC does not discriminate in providing service to persons who may have characteristics of learning disabilities or diagnosed learning disabilities.
3. BRLC provides referrals but not service for persons under 18 years of age and in school and the following persons:

* Individuals who exhibit inappropriate behavior that distracts from the learning process.
* Individuals who are determined, through our screening to be unable to make learning gains in reading, writing or math working with a volunteer tutor 2-3 hours per week. Our tutors do not have the professional training to enable some individuals to make learning gains.

Although we cannot accept some students, we do recognize that there is need for one-to-one tutoring within these groups. We will endeavor to provide assistance and support to them in the following ways:

* The Council will provide training through our regular Tutor Training Workshops and our in-service workshops to volunteers who are recruited by the schools or other interested parties.
* The Council will provide these volunteers with books and materials at cost.
* The Council will be available as a resource for advice and suggestions to these volunteers when they have questions about the use of our materials.

Neither these volunteers nor their students will be enrolled in the Literacy Council or considered, in any way, a part of our program.

1. Service to students may be terminated if:
   * The student misses three (3) sessions without calling to reschedule or presents a poor record of attendance and/or commitment to the program. Rematch will be considered at the discretion of the program staff.
   * Student¹s behavior disrupts the learning process.
   * Student violates policies or procedures of BRLC or the Student/Tutor Agreement.

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