



Literacy Door County, Inc.

Student Policy

Confidentiality

Literacy Door County guarantees confidentiality to the adult learners it serves. Tutors are asked to respect the confidentiality and privacy of adult learners with respect to the media, other tutors and the public at large. All data on student profiles, registration forms and anything in a student's file is for the use of a student's tutor and Literacy Door County and will not be shared with others. When the tutor/student match has been terminated, the student file, any test results and any student written work which the student does not want to keep, will be returned to Literacy Door County. Likewise, all personal information on the tutor data sheet must be kept confidential.

Eligible Students

Residents of Door County who want to improve their literacy skills are eligible for instruction and will be placed on a waiting list ahead of residents from outside the county. Students must be at least 18 years old to participate in our classes, but exceptions can be made if approved by the entire Board of Directors.

Student Fee Policy

All students will be charged \$20 as an admission fee into the literacy program. This fee covers student processing and the first set of curriculum books. The fee will be collected at the student's first meeting with their tutor. All other curriculum books will be the same cost Literacy Door County pays for the workbook. This cost will not exceed \$20.

Citizenship

Students wanting to study for the U.S. Citizenship Test should talk to his/her tutor. In the area of instruction, Literacy Door County will support the student's wish to become a citizen. The student must make all necessary financial arrangements.

Termination Policy

When a student ends a match, the tutor should inform Literacy Door County immediately. A designated board member should personally call the student for his/her input. The following information will be included on a form that will be sent to the tutor:

1. The reason for termination (moving, health issues, lack of interest, etc.).
2. When was the last session?
3. If either party (student or tutor) would like to be re-matched.
4. What books/lessons the student and tutor have completed.
5. All library materials, text books and the student profile and folder will be returned to Literacy Door County at this time.

The student owns the consumable workbooks. Literacy Door County will gladly re-match a tutor if he/she is willing.