

Learner Responsibilities

- ❖ Attend lessons twice a week, for 1 ½ hours each lesson. You must meet a minimum of 9 hours a month.
- ❖ Meet only at the Learning Center site for your lessons. You must provide your own transportation.
- ❖ Contact your tutor ahead of time if you need to miss a tutoring lesson or if you know that you will be late. Give as much notice as possible.
- ❖ Do not have your lesson if you or your tutor have been taking drugs or alcohol.
- ❖ Do not have your lesson if another person (child or adult) is present.
- ❖ Do not give money to or receive money from one another. This includes both money intended as a gift and money intended as a loan. The exchange of small gifts on special occasions (e.g., Christmas) is acceptable.
- ❖ Let the office staff know about any problems, special circumstances, long absences (longer than 2 weeks), or special achievements.
- ❖ Work to maintain an environment of trust and mutual respect with all participants at the Learning Center.
- ❖ Upon leaving the program, return any unused materials, such as workbooks, to Literacy Services.
- ❖ Let your tutor know if there is anything you do not understand.

If I do not meet these responsibilities, I understand I may be dropped from the program.

Signed _____ Date _____

Print Name _____