

District 5100 Student Behavior Improvement Policy

APPENDIX

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Example A:

Behavior Contract Improvement Contract - (Yellow Card)

Date:

The following is a Contract between:

Student:
Student's Natural Parents:
Rotary Club of:
Club YEO:
Club Counselor:
Host Parents:
District 5100 Country Officer:

Part 1: Background

- Provide background information about the student.
- What led up to these issues?
- What conversations have been held?

Part 2: Problem Identification

- Describe the behavior issue(s) needing attention

Part 3: Expected Behavior Improvement:

- Describe the expected improvements the student needs to achieve to resolve the issue(s)

Part 4: Timeframe for Improved Behavior:

- Describe the timeframe for the improvement to occur - is it an immediate change or is it a few weeks?

Part 5: Potential Consequences for Minimal Improved Behavior:

- Describe the consequences of the student not changing their behaviors.
- Will it lead to removal from the program?
- Additional discipline?

-
- Restrictions from attending school or sport events?

By signing below you are indicating that you understand all of the above and that you have had time to discuss it.

Student's Printed Name: _____

Signed by Student: _____ Date _____

Affected people's signatures (as many as are needed):

Witnessed by: Club YEO _____ Date _____

Witnessed by: Club Counselor _____ Date _____

Witnessed by: Country Officer _____ Date _____

Cc: Student
Student's Natural Parents
Student's Host Parents
Sponsor District Country Officer
Host District Country Officer
Host District Inbound Coordinator
Host District Youth Exchange Chair
Host District Governor

Example B:

Immediate Removal Notification Form

Date:

Student Name:

Re: Immediate Removal from the Rotary Youth Exchange Program

The core values of Rotary, as well as adherence to our rules, guidelines, and behavior policies, were communicated to you to ensure your success as a student in our program. However, based on your actions, District 5100 regrets to inform you that you are being removed from the Rotary Youth Exchange Program.

Background: (include if needed)

Reason for Removal from the Program:

- Document the behavior(s) and why the student is being removed from the program

Next Steps:

- For an Inbound Student
 - Identify the time frame in which the student needs to leave the US.
 - Identify what will happen if the student's family does not initiate the purchase of tickets for the student's immediate return to their home country
 - Document if the student is moved to a temporary host family
- For Outbound Candidate - identify the effective date of the removal from the program.

Cc: Student
Student's Natural Parents
Student's Host Parents
Sponsor District Country Officer
Host District Country Officer
Host District Inbound Coordinator
Host District Youth Exchange Chair
Host District Governor

Example C:

Outbound Candidate Behavior Agreement

District 5100 Sponsoring Clubs have the following Expectations:

Being chosen as a Rotary Youth Exchange Outbound Candidate is an honor and a privilege. Along with this honor and privilege comes responsibility. We expect that every Outbound Candidate behaves as an ambassador for the United States, their community, Rotary International, District 5100, their Sponsoring Rotary Club, and their family.

The Sponsoring Rotary Club, in conjunction with a District 5100 Country Officer, reserves the right to remove the Outbound Candidate from the program if the Candidate does not meet the following requirements:

1. TRAINING

- a. The Outbound Candidate must attend the entire Outbound Candidate Orientation in January, and at least one parent/guardian must attend on Sunday of the Outbound Candidate Orientation. There will be no exceptions to this requirement unless permission is granted by the District 5100 Youth Exchange Committee Chair.
- b. The Outbound Candidate must attend the Eastern Oregon Discovery Excursion in its entirety.
- c. The Outbound Candidate must attend the District Conference and participate in the speech contest.
- d. The Outbound Candidate and family must attend the Final Parent and student Training in the spring.
- e. The Outbound Candidate and parents are expected to read, use, and be familiar with the District 5100 Rotary Youth Exchange Training materials, resources, and links available in print and on the District website - www.youthexchange5100.org.

2. RESPOND PROMPTLY

The Outbound Candidate will:

- Complete their application by the deadline identified by the Outbound Coordinator.
- Check their email at least once every 24 hours and respond promptly
- Maintain a professional email name for the duration of their exchange experience
- Be the main point of contact for the youth exchange program

3. PASSPORT

The Outbound Candidate must have a valid US passport by March of their exchange year. The passport must be valid for six months past the expected return from the Candidate's exchange (generally March, six months beyond an August return.)

4. TRAVEL ARRANGEMENTS

- a. The Outbound Candidate shall use It's Your World Travel for visa acquisition and travel arrangements, including purchasing a round-trip airline ticket to/from the Outbound Candidate's assigned host country.
- b. The Outbound Candidate's passport will be required for an indefinite period of time for the visa application process. Thus, any travel commitments outside of the United States during the spring and summer prior to the Outbound Candidate's exchange year must have expressed permission from the Sponsoring Club and their District 5100 Country Officer.
- c. Provide documents as requested by It's Your World Travel promptly to ensure the efficient processing of their international documents.

5. LANGUAGE PROFICIENCY

- a. The Outbound Candidate will be expected to demonstrate a beginner's proficiency in the language of the host country before the District Conference.
- b. It is expected that language study will continue until departure with the Outbound Candidate making their best effort to achieve functional fluency prior to departure.
- c. If the Outbound Candidate's host country provides language expectations/instructions, these shall be adhered to.

6. ROMANTIC RELATIONSHIPS

Most students who apply to be Outbound Candidates state they do not have a girlfriend or boyfriend at the time of their application. Our advice is to avoid becoming involved in a serious relationship before the Outbound Candidate exchange year. A serious romantic relationship can complicate the Outbound Candidate's already complicated life and jeopardize the success of their exchange year.

In addition, *but not limited*, to the listed Yellow Card and Red Card Behaviors, and the above requirements and responsibilities, the Sponsor Rotary Club may immediately remove the Outbound Candidate from the program for the following Yellow Card or Red Card behaviors:

- Withholding significant health-related information
- Making false statements or providing false documentation on their application
- Failure to notify their Country Officer of a change in required medication or health status
- Expulsion or suspension from school
- Arrest for illegal activities
- Pregnancy or impregnation

By signing this agreement the Outbound Candidate and parent(s) acknowledge the contents of this agreement and acknowledge the student is a Candidate for exchange until the plane takes off for the Outbound Candidate's host country. At that time the rules and responsibilities they have signed as part of their Rotary International Youth Exchange agreement will be in effect and they will transition from being an Outbound Candidate to being a Rotary Youth Exchange Student.

Candidate Name: _____ Date: _____
Candidate Signature: _____
Parent Name: _____ Date: _____
Parent Signature: _____
Club YEO or President: _____ Date: _____
YEO or President Signature: _____