

District 5100 Student Behavior Improvement Policies

Contents:

Section 1: Summary.....Pg 2/8

Section 2: Student Behavior Improvement Process.....Pg 3/8

Step 2.1 - “Stern Talking To” (Verbal Warning w/ note to student file)

Step 2.2 - Behavior Improvement Contract (Yellow Card)

Step 2.3 - Immediate Removal Notification (Red Card)

Appendix:

Example A: Behavior Improvement Contract (Yellow Card)

Example B: Immediate Removal Notification (Red Card) Form

Example C: Outbound Candidate Behavior Agreement

Section 1: Summary

This policy has two sections and an Appendix: Summary; Student Behavior Improvement Process; Appendix with examples of a Behavior Improvement Contract (Yellow Card), an Immediate Removal Notification Form (Red Card) and an Outbound Candidate Behavior Agreement.

Rotary Youth Exchange (RYE) succeeds when all students follow the guidelines. Thus, District 5100 has adopted these Student Behavior Policies as a best practice for all District 5100 Youth Exchange Program students.

Understood: It is understood that guidelines and expectations are clearly communicated to all RYE students at *Inbound and Outbound Candidate Orientation training sessions* and in the student's Rotary International Youth Exchange Application. **Regular contact between the student, the Club Youth Exchange Officer (YEO), and the Club Counselor is required to ensure compliance.** Regular check-ins with the school and families will confirm that expectations are being met.

Rotarians involved with Youth Exchange acknowledge there are many challenges for students; most can work through them. Those students finish the exchange as strong ambassadors for their countries and Rotary. Their positive interactions with families, friends, at school, and their communities result in positive relationships.

However: Sometimes there is a student in RYE whose attitudes and behaviors present major challenges for their role as an exchange student. It's unfortunate, but occasionally the student is ill-suited or unable to adapt, notwithstanding best efforts to support them. In these cases, *early and firm intervention* may be necessary, up to and including immediate removal from the Youth Exchange Program by the Club YEO or President, in consultation with the District Country Officer. Occasionally these roles may be reversed.

Section 2: Student Behavior Improvement Process

Using a soccer analogy, this is the process we follow: “Stern Talking To”, Yellow Card (Behavior Improvement Contract), and Red Card (Immediate Removal Notification) (defined in this section).

Step 2.1 - “Stern Talking To”:

A “Stern Talking To” from the Club YEO or District Country Officer may be needed occasionally to remind a student what good behavior looks like.

A “Stern Talking To” is a verbal warning that must always be additionally noted as an entry into the student’s monthly reports in YEAH to ensure transparency.

Step 2.2 - Behavior Improvement Contract (Yellow Card):

A *Behavior Improvement Contract (Yellow Card)* can be issued to a student by:

- The Club YEO when a behavior is observed at a club, school or local level
- OR
- A District Country Officer when a behavior is observed at a district-level training or event.

The contract is issued to a student when one or more of the Yellow Card Behaviors identified in this document, is observed. The issuance of a formal *Behavior Improvement Contract* is a constructive tool that promotes student success, it provides clear consequences for a student and serves as documented evidence that support was provided.

The Club YEO or District Country Officer should consult with affected parties (student, Club Counselor, District Country Officer, Inbound Coordinator, Sponsor Club, Host Family, and/or school). **Always ensure the student has a Club Counselor involved as the student’s advocate.** Then, develop a plan to address the behavior(s) and share the plan with the affected parties.

Yellow Card Behaviors Defined: These are behaviors that are problematic, but don’t always warrant an immediate removal from the Youth Exchange Program. These behaviors:

- ALWAYS apply to Inbound Students during their time in the US
- Apply to Outbound Candidates:
 - When at Club and local events. When at such events, supervision and discipline are done by the parent or Club YEO, depending on the situation.
 - When at District Rotary events, training, outings, etc. the supervision and discipline will be administered by the District Committee.

Yellow Card Behavior examples include:

- **Disregard family rules**
- **Disregard of Rotary International or District 5100 Rules and Guidelines**
- **Smoking/Vaping**
- **Consuming alcohol**
- **Disregard of the No Dating policy, which is defined as**
 - **No one-on-one dating**
 - **No sexual relations, et al**
- **Natural parent/family interference**
- **Bullying**
- **Serious emotional/homesickness issues**
- **Lack of effort at relationship-building**
- **Inappropriate computer or phone content or usage**
- **School-related attendance issues or lack of effort**
- **Disrespectful behavior**
- **Borrowing money and failing to pay debts**
- **Too much time spent in isolation**
- **Lying**
- **Inappropriate communications (including, but not limited to emails, videos, social media, use of foul or racist language, known gang or swearing gestures, or sexually explicit)**
- **Other unacceptable behaviors**

When identified and properly dealt with, an at-risk situation can be completely turned around.

How to Issue a Yellow Card and Document a Behavior Improvement Contract: After confirming that the problem is not solely the result of language uncertainty, intervention at the earliest possible opportunity should include the steps listed below, beginning with a discussion between affected parties.

1. **Identify the behavior:** Clearly identify the observed behavioral issue.
2. **Yellow Card Behavior must be presented to the District Country Officer by the Club YEO for concurrence that a contract is warranted.**
3. **State the problem with the behavior(s) and what must change:** Be specific. The Club YEO or the District Country Officer shall meet with affected parties (Club Counselor and perhaps a Host Parent, school representative, or others) to discuss the behaviors and possible remedies. This is when the Contract begins to be formulated.

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4. **Then bring in the student** to jointly discuss the behaviors forming the framework of a written warning in the form of a *Behavior Improvement Contract*. **Ensure the student is also represented by their Club Counselor throughout this process.**
 5. **Produce the Contract.** The Contract will contain the following information:
 - a. **State the problem with the behaviors and what change must happen** so that it is measurable and the student will know when they have achieved the agreed-upon expectation, (e.g. Spend 1 hour per day doing homework and achieve grade average improvement by 10%).
 - b. **Specific timeframe for behavior to change:** The contract shall provide a specific timeframe for changing the behavior(s), (e.g. must show 10% improvement in grades in 4 weeks). If behavior improves to the satisfaction of the Club YEO, provide a specific timeline for the *Behavior Improvement Contract* to expire (e.g. 60 or 90 days). An expired *Behavior Improvement Contract* is no longer considered part of the student's record and may not be used in the future as a reason for an immediate removal from the program.
 - c. **Clearly state the consequences of not improving behavior in the specified time frame**, (e.g. student will have computer privileges reduced or student will be removed from the program if no effort is made to improve grades).
 - d. **Contract is reviewed by the District Country Officer, then returned to the Club YEO to issue to the student for signature.**
 - e. **The Contract will be signed and issued by the Club YEO, District Country Officer or Club President.**
 - f. **All other affected parties sign and date the agreement:** Student, Club Counselor, District Country Officer, and other affected parties (like a school representative) may be appropriate to add.
 6. **Club YEO shall forward copies of the signed Behavior Improvement Contract to:**
 - a. Student
 - b. Student's natural parents or host parents (should sign that they received it)
 - c. Sponsor and/or Host District Country Officer (should sign that they received it)
 - d. District Inbound or Outbound Coordinator (whomever applicable)
 - e. District Youth Exchange Chair
 7. **A copy shall be uploaded to the YEAH system into the student's document file.**
 8. **Evaluate and Document:** Once the specified timeframe for behavior improvement has expired, the Club YEO and District Country Officer should review the student's progress. **If**
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successful, note the *Behavior Improvement Contract* Expiration date (per Item 5.b. above), and notify the student, club, and natural parents no further measures are needed. **Document the success in the student's YEAH documents. If unsuccessful**, initiate consequences, (e.g. Red Card, immediate removal from the program).

9. **If a different Yellow Card behavior follows** the successful correction of an earlier Yellow Card behavior, the Club, in consultation with the District Country Officer may decide to repeat the process or to initiate a Red Card (Immediate Removal from the Youth Exchange Program). These decisions are based upon type of behavior infraction. If it is the same behavior, then there is more possibility of being sent home on a Red Card. If a new behavior, then another contract may be warranted. A third Yellow Card for any behavior issues, however, would in most cases warrant a Red Card and a return home.

Step 2.3 - Immediate Removal Notification (Red Card): In the case of Red Card Behaviors, the process is not taken lightly, but the student has clearly demonstrated a behavior or inability to thrive.

Red Card Behaviors Defined: These are unacceptable behaviors that warrant *Immediate Removal from the Youth Exchange Program* after consultation with the affected parties. Examples might* include:

- **Driving any motorized vehicle as defined in the CISI insurance documents.** (a motorized vehicle of any kind, including two, three and four-wheeled vehicles. This does not pertain to electric scooters or assist bikes. This includes but is not limited to: automobiles, motorcycles and motorized dirt bikes of any kind, all-terrain vehicles, snowmobiles and watercraft. These exclusions are waived concerning Amusement Park rides, lawnmowers or operating a golf cart while on a golf course.)
- **These include, but are not limited to autos, trucks, ATVs, snowmobiles, jet skis, e-foils, etc.**
- **Sexual assault or molestation**
- **Illegal possession, distribution, or use of drugs or alcohol**
- **Minor in Possession of Intoxicants (MIP)**
- **Expulsion from school**
- **Shoplifting**
- **Conviction of any criminal offense (unless on a police or court hold)**
- **Sexual relations**
- **Impregnation/pregnancy**
- **Severe psychological issues (eating disorders, issues needing extended treatment, etc.)**
- **Severe undisclosed medical condition**
- **Serious violation of the Host District Travel Policy**
- **Other seriously unacceptable behavior**

* Some behaviors may be viewed more or less seriously depending upon the cultural mores and laws

How to Issue a Red Card and Document Immediate Removal from the Program: After confirming that the problem is not solely the result of language uncertainty, intervention at the earliest possible opportunity should include the steps listed below, beginning with a discussion between affected parties.

Immediate Removal from the Program is not taken lightly. It has a lasting impact on all concerned. However, with some students it is unavoidable.

1. Identify the Red Card Behavior: A Red Card behavior or second (same or similar) Yellow Card behavior is presented to the District Country Officer by the Club YEO. This is when the decision is made by the Club YEO and Club Counselor, in consultation with the District Country Officer, whether or not to issue a *Red Card and document using the Immediate Removal Notification Form* to the student.

2. Notification to the Sponsor District

For an Inbound student, the Host District Country Officer notifies the Sponsor District Country Officer regarding the Red Card behavior and the intent to *immediately remove the student from the program*. The Host Country District Chair notifies the Sponsor District Chair of the student's removal. The Host District Chair also notifies their own District Governor and must notify Rotary International within 72 hours of the immediate removal from the Youth Exchange Program.

3. Notification of Student

The student is notified of their *Red Card and their immediate removal from the Youth Exchange Program* both verbally and in writing. An Inbound Student will be notified by their District Country Officer. The Outbound Candidate will be notified by their Club YEO. Additional communication from the District Inbound Coordinator or District Chair may be appropriate. The Club YEO provides additional oversight and support as needed (e.g. removal from host family).

4. Notification to the Student's Natural Parents

- For an **Inbound Student:**
 - The Sponsor District will notify the student's Natural Parents.
 - Travel arrangements should be made in consultation with the Host Club YEO and Natural Parents. Students should have their return ticket information in YEAH. Natural Parents should be instructed to change the ticket for earliest possible time that can be arranged (generally within one week).
 - Identify what will happen if the student's family does not initiate the student's return to their home country within the specified time frame.

- For an **Outbound Candidate**, the Club YEO will notify the Candidate's parents.

5. Notification to the school and withdrawal of a student (applies to Inbound Only)

For an Inbound student, the Club YEO notifies the school and the Club of the student's *Red Card Immediate Removal from the Program* and the impending departure.

6. Student Exit Interview

District 5100 has an Exit Interview form available. Someone familiar with the situation, but in a position to provide objectivity, should conduct an Exit Interview with the student (**have more than one person at this exit interview - include the Club Counselor or another adult representing the student**). Host parents, counselors, YEOs, District Committee members, and school staff all need an opportunity to talk about if/how they were affected and what they might do the next time to achieve a different outcome. Summaries of the conversations should be discussed with the District Committee for possible sharing with exchange partners and to use for overall program improvement.

7. Debrief and Documentation

The Club YEO initiates a debrief with those involved with the student at the local level. A written summary should be undertaken to include the efforts made to improve/avoid the situation, the difficulties encountered, and the final outcome. Copies should be provided to the Rotarians or others involved, and a copy retained in the Student's YEAH Documents to serve as institutional memory.