



Discipline Process Rotary Exchange Students while in District 5040

Rotary District 5040
Youth Exchange Program



Goal: To provide a discipline process for Youth Exchange students and Rotarians.

Understood

It is understood that rules and expectations are clearly communicated at both inbound and outbound orientation training. To ensure compliance with those expectations, regular contact between the student and host club is required. Additionally, regular check ins with the school and host families will confirm that expectations are being met and students are on the right path to success.

Rotarians involved with YE realize that many students face challenges. Most can work through these and finish the year fully embracing the opportunity. They are wonderful ambassadors of their homes and Rotary. Their positive interactions with host families, friends, at school and with all others result in trusting supportive relationships.

However:

Rotarians also receive students whose attitudes and behaviours present major challenges. Sometimes the student is ill suited or unable to adapt despite best efforts to support them. This is unfortunate calls for an early and firm intervention, up to an including the possibility of an early return.

Using the soccer analogy, we categorize yellow card or red card behaviours. With the yellow card, the student is put on notice that their behaviour is unacceptable and must change within a certain period or there will be consequences. With the red card, the behaviour is so serious that it warrants an early return home.

Process:

Yellow Card Behaviours

With yellow card behaviours, failure to appropriately address at the onset is detrimental to the student and the program. Problems that are allowed to lapse can escalate to an early return. As appropriate the issuance of an oral warning or



formal contract at the earliest states is a positive and constructive tool that helps willing students succeed. At the same time, it provides clear consequences for those students unable/unwilling to revise behaviours and serves as documented evidence that help was provided but ignored resulting in an early return.

Steps for Issuance of a Yellow Card

1. If appropriate, an oral warning can be issued and documented.
2. If non-responsive to the oral warning/or the behaviours are deemed to be of a more serious nature, the yellow card behaviour is presented to the District Chair by host club YEO for concurrence that contract is warranted.
3. Host club meets with all associated parties and then student, to jointly discuss and produce the written contract.
4. Contract reviewed by the District Chair then issued to student for signature. Copies are sent to sponsor district, student, natural parents, host club/District Governor.
5. Review is undertaken at deadline. Success – no further measures beyond normal ongoing contacts. If unsuccessful initiate consequences. If successful correction of a yellow card behaviour is followed by a different yellow card behaviour, the host district chair may decide to repeat the process or move directly to an early return.
6. The club YEO initiatives debrief with all those involved with the student at the local level and documents.

Red Card Behaviours

In the case of red card behaviours, the decision is not taken lightly. The responsibility rests with the student's chosen behaviour or inability to thrive.



Steps for Issuance of Red Card/Early Returns

1. Red Card behaviour is presented to the D5040 Chair.
2. D5040 YEX Chair notifies the sponsor district chair. If an agreement to proceed is not reached – escalate as per RCOP. When agreed to proceed, the host district YEO informs the DG and ultimately Rotary International within 72 hours of the early return.
3. The student is notified that they are being sent home by the host club. The host club provides oversight and support as needed e.g., removal from host family.
4. The sponsor District YE Chair notifies the student's natural parents. Travel arrangements by parents are to be made in consultation with the host club. Return should be at the earliest possible time that can be arranged.
5. The host club YEO notifies the school and the host Rotary Club of the student's impending departure.
6. The club YEO initiates debrief with all those involved with the student at the local level and documents.

Yellow Card Behaviours

These behaviours are problematic but do not warrant an immediate early return. At risk situations can be completely turned around when identified and properly dealt with in a timely fashion.



Yellow Card Behaviours

- Disregard of host family rules
- Smoking/vaping
- Romantic relationships
- Natural parent/family interference*
- Bullying and harassment
- Lack of effort at relationship building with host family, counsellors, educators, others.
- Inappropriate computer content/usage
- School related attendance/lack of effort
- Disrespectful behaviour
- Borrowing money and failure to repay debts
- Too much time spent in isolation
- Lying and not telling the truth

*if this issue has resulted from misrepresentative communication between student and parents.

After confirming that the problem is not solely the result of language, intervention at the earliest possible opportunity with a documented oral warning or as appropriate, a written warning. The written warning needs to be clear, concise, and acknowledged by the sponsor district, student, natural parents, host club, the District 5040 YEX Chair and where warranted, the District Governor.



Identifying Core Issues

1. Clearly identify the observed behavioural issues, e.g., lack of effort at school.
2. Working with contributions from all parties associated with the exchange including the student. State the problem and what change must happen. Be specific as possible so that it is measurable and the student will know when he/she has achieved the agreed upon expectation e.g., Spend 1 hour per day doing homework and achieve grade average improvement of 10%
3. Provide a specific timeline for changing behaviours e.g., must show 10% improvement in grades within 4 weeks.
4. State clearly what the consequences will be if behaviour does not change: e.g., student will have computer privileges reduced, phone handed in to host parents, or student will be sent home if no effort is made to improve grades.
5. The student must sign and date the contract and copies distributed as per sample letter, must be sent to District 5040 Chair.

The District 5040 Chair may choose to request a response from the parents and sponsor district as evidence that the communication has been understood and discussed with the student.



Sample contract:

District 5040 Youth Exchange Program

Student Name:

Host Club in D5040

Host Club YEO

Sponsoring Country and District #

Rotary Youth Exchange Contract between Juan Doe and the XXXX Rotary Club.

Date:

Background:

Juan missed two days of school in the past two weeks. This is not the first time this has happened. The first time Juan was given an oral warning (documented) that he must not miss school without a valid reason.

Problem Identification:

The YEO in consultation with Juan and the host family determined that Juan missed school on those days because he overslept. On the nights preceding both absences, Juan was communicating with friends and his family late in to the evening and early morning. That resulted in his being so tired that when morning came, he did not hear the alarm and then missed his bus which is his sole means of transportation to school.

Expected Behaviours:

Juan needs to understand that his attendance at school is important. This is not only for his learning but also because his teachers must then take time to bring him up to speed with what he has missed. Juan also needs to understand that his attendance and effort at school has an impact on the school's willingness to accept future Rotary exchange students. He is expected to be at school every day, on time, unless he has a valid reason to be absent. Barring an emergency, contact with friends and family at home should be limited and on weekends.

Timeline:

Starting immediately, Juan is to have no further unexcused absences from school. The school will be asked to report any absence to the host family who will in turn inform the club.

Potential Consequences for Non-Compliance:

Juan was given an oral warning the first time this happened. He is now receiving a formal written warning. Should Juan have another unexcused absence, he will lose computer privileges and face further corrective action up to and including return home.

By signing below, you are indicating that you understand all the above and that you have time to discuss the situation outlined above.

Signed: (Student)

Dated:

Witnessed by: Club YEO and host parent if applicable

Dated:

cc.

District 5040 YEX Chair

Natural Parents, D5040 Host/Club, Student's YEX Chair (sent by D5040 Chair)



Learning from Difficult Situations

Whether an early return, or for that matter, any serious incident, we suggest the following:

- Someone familiar with the situation but in a position to provide objectivity should conduct an 'exit interview' with the student. Host parents, counselors, YEOs and District Committee members and school staff all need an opportunity to talk about how they were affected and what they might do the next time to achieve a different outcome. Summaries of the above conversations should be discussed with the District 5040 YEX Chair for sharing with our exchange partners and to use for overall program improvement.
- The student exit interview provides an opportunity to assure students being sent home early that they are not bad people but that their behaviour or attitude made it impossible for them to complete this exchange. We can share with them what we wish they had done differently and they can let us know what they wish we had done differently. Was there something we could have said or explained differently, or in such a way the students could have integrated the guidance into their behaviour?
- A written summary of the problem or issue should be undertaken to include the efforts made to improve or avoid the situation, the difficulties encountered, and the outcome. Copies should be provided to the Rotarians or others involved, and a copy retained to serve as District YEX Committee and club's record. The document debrief is a key component of the exercise not only for the benefit of learning and improving the program. It is also a key step in bringing closure to what can be a stressful time.



Yellow Card Behaviour – When a formal written response is appropriate.

Club Informs District 5040 YEX Chair and has agreement to proceed




After consultation with all affected parties, meet with student and jointly develop a written plan to identify the problem, solution, timeline, and consequence if not corrected.



Contract reviewed by District 5040 YEX Chair then issued to student for signature. Copies dispatched to Sponsor district, student, natural parents, host club and if applicable, District Governor.



Review undertaking and results at deadline given on contract.

Success: No further action!		Unsuccessful: Initiate consequences!
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In both cases, all applicable parties involved debrief and document debrief and resolution/nonresolution.



Red Card Behaviours

These behaviours are unacceptable and warrant an immediate return home after consultation with the sponsor District Chair (District 5040 Chair will discuss with his/her counterpart) Examples of this behaviour are:

- Driving any motorized vehicles
- Illegal possession, distribution, use of drugs
- Illegal possession, distribution, use of alcohol
- Expulsion from school
- Sexual relations
- Sexual assault or molestation (perpetrator)
- Conviction of any criminal offence
- Impregnation/Pregnancy
- Serious violation of Host District Travel Policy
- Under the influence of drugs or alcohol
- Extreme bullying either in person or cyber or any other means.

Note: Some behaviours may be viewed more seriously dependent upon the cultural mores and laws of a host country. However, a consistent participant experience throughout the YEX program is a worthy goal.

An early return is not taken lightly as it has a lasting impact for all concerned, however with some students it is unavoidable.

Steps to Eliminate Problem Behaviours

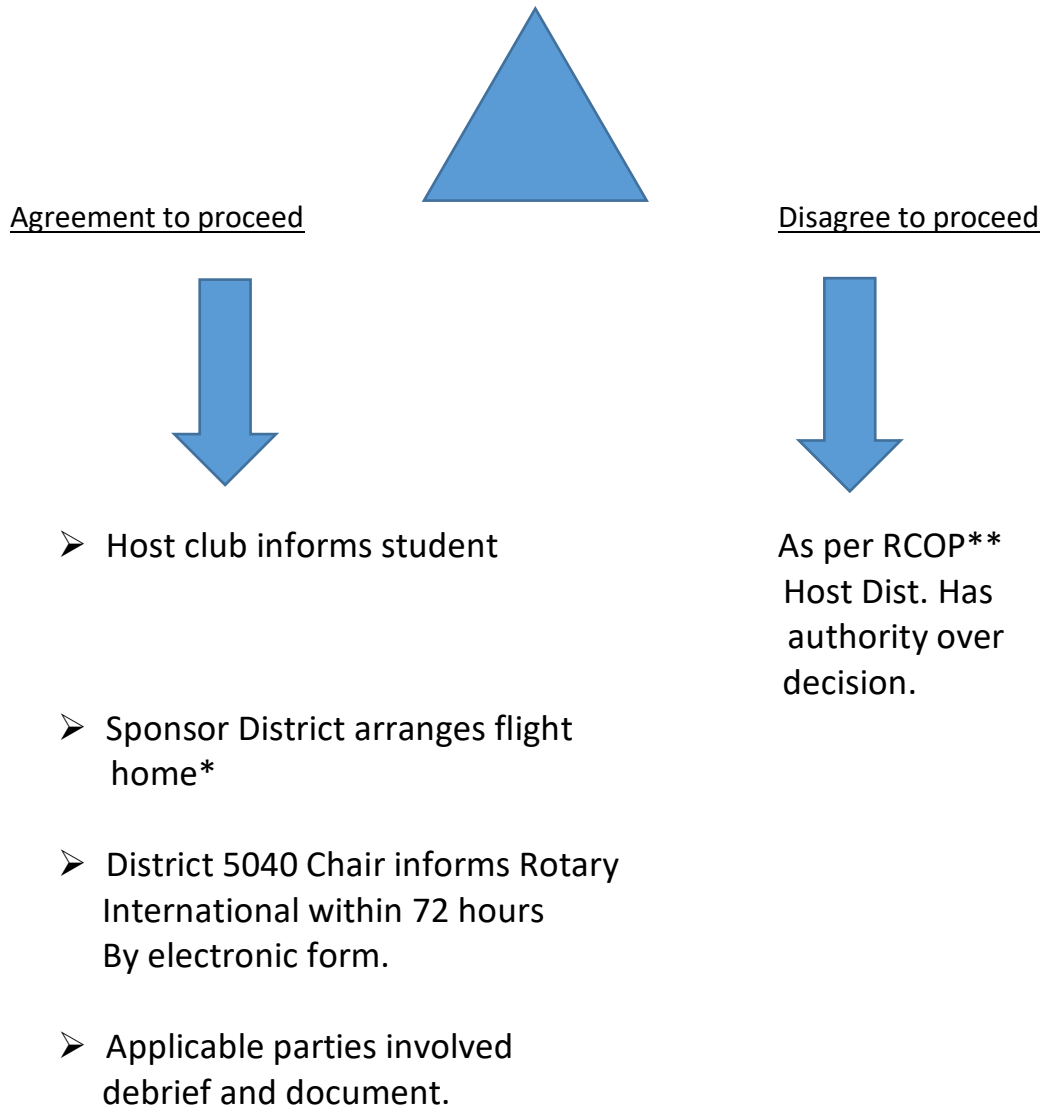
Rotarians support participants' success in many ways. They realize that young people make mistakes or are challenged at certain times. Patience can be appropriate, however ignoring or treating problems lightly can delay redress and have undesirable consequences for all.

When a red card behaviour is observed, prompt action is required. Consult with affected parties (student, counselor, YEO, Country Officer if applicable, D5040 Inbound Coordinator, D5040 Youth Exchange Chair, sponsor club, host family, and school.



Red Card Behaviours

Club reports to District 5040 Chair who informs DG/ Outbound Student's YEX Chair



In the event of an impasse, regarding the scheduling of the return, the (sponsor) district may appoint an independent mediator

** **RCOP** – Rotary Code of Practices.