

## D5470 Early Returns Process and Termination Agreement

### **STEP 1. Initiation:**

This process is initiated by a report of a *concern or incident that might warrant an early return*. The information reported can come from any number of sources (parents, YEO, Foreign CC, etc.) and any RYE volunteer may be the recipient of such information.

If the Incident involves arrest, or allegations of any abuse or harassment, whether the student is the alleged victim or alleged perpetrator, immediately notify the District Chair at [districtchair@mountainandplainsrye.com](mailto:districtchair@mountainandplainsrye.com).

### **STEP 2. Response:**

#### **A. Process for **OUTBOUND STUDENTS****

1. The initial recipient of information must inform the **US Country Contact** of the incident by email immediately, with copies to:
  - a. YEO of US Sponsor Club
  - b. Foreign Country Contact
  - c. Outbound Coordinator
  - d. YEO of Foreign Host Club
  - e. District Chair
  - f. Club Group Coordinator
2. District Chair must IMMEDIATELY copy the corresponding Foreign District Chair with the report of the concern or incident.

#### **B. Process for **INBOUND STUDENTS****

1. The initial recipient of information must inform the **US Country Contact** of the incident by email immediately, with copies to:
  - a. YEO of Foreign Sponsor Club
  - b. Foreign Country Contact
  - c. Inbound Coordinator
  - d. YEO of US Host Club
  - e. Club Group Coordinator
  - f. District Chair
2. District Chair must IMMEDIATELY copy the corresponding Foreign District Chair **and the WESSEX Responsible Officer** with the report of the concern or incident.
3. **Any issues pertaining to the Four D's will be decided at the District level, considering the recommendation of the Host Club.**
  - a. The YEO shall establish a committee of three club members to address the issues. The student's Counselor should be included whenever possible.
  - b. The issues should be discussed between the student, the committee, and the YEO and be documented by the YEO. The Country Contact should be informed of the situation, copied on the documentation, and advised of the Club's recommendation

on whether the student should stay or be returned home. The Country Contact, Inbound Coordinator, and District Chair should then review the information and make the final decision. The Foreign Country Contact **and the WESSEX Responsible Officer** should be informed of the situation and decision.

- C. **EXCEPTION: IF THE STUDENT HAS BEEN ARRESTED AND CONVICTED, THEN THE STUDENT IS AUTOMATICALLY SENT HOME. THE DISTRICT CHAIR MUST IMMEDIATELY NOTIFY THE WESSEX RESPONSIBLE OFFICER OF THIS FACT.**
- d. 4. Any other issues with the student should be handled by the Hosting Club.
- a. Resolution short of a Behavior Contract will be reported to the US Country Contact, who will then notify all those originally notified of the incident (see 2.B.1. above).
  - b. If after an initial conversation with the student a Behavioral Contract is deemed warranted, the YEO should establish a committee of three club members to address the issues. The student's Counselor should be included whenever possible.
  - c. The YEO should email the signed contract to the Country Contact, Inbound Coordinator, and District Chair, and upload it as a document in the student's record in YEAH.
  - d. The Country Contact should advise their Foreign Country Contact and Sponsor Club YEO, and copy them on the signed contract.

**STEP 3. If a decision is made that the student returns home:**

- A. District Chair must IMMEDIATELY copy the corresponding Foreign District Chair **and the WESSEX Responsible Officer with the report of concern/incident.**
- B. The Foreign District Chair and D5470 District Chair determine final resolution of issue. Written notice of resolution shall be sent to the District Governors of the hosting and Sponsoring District with copies to NATURAL PARENTS.
- C. District Chair notifies ARO of the date the student departs USA.
- D. ARO notifies SEVIS/Department of State of student's departure.
- E. The **WESSEX Responsible Officer** updates RI and the Department of State of the incident and resolution.

