



VIRGINIA 4-H OUTBOUND PROGRAM CODE OF CONDUCT

Following are the terms of participation for the 4-H International Exchange Program. Participants of the 4-H International Exchange Program are expected to observe the following during the entire duration of the exchange.

CODE OF CONDUCT

1. Participants must abide by the laws of the host country, host state and host school (as applicable), and hosting organization.
2. Participants must show respect for 4-H and all program staff in the US and abroad and obey their instructions.
3. Participants must obey host family rules about such things as, but not limited to, curfews and household chores. Participants may not have guests in the host family's home without their host parent's permission.
4. Participants should talk to State Coordinator, Program Counselor, or appropriate organization staff concerning problems they are having and avoid speaking of their host family's private affairs to community members and friends.
5. Participants may not change host families without approval.
6. Participants must always be aware of their responsibilities as an exchange participant and make a determined effort in their host family.
7. Participants must not participate in any sexual contact or sexual activity, including possessing or viewing pornographic material.
8. Participants must not take any action that may change the nature or course of their life, i.e., getting married, changing religion, etc.
9. Participants must not drive any motor vehicles or obtain a driver's license while participating in the exchange program.
10. Participants are not allowed to purchase or use a firearm, except under the direct supervision of an adult (21 years or older), certified in the safe handling of firearms.
11. Participants may not possess or use drugs except those prescribed by a licensed physician or "over the counter" medications such as aspirin.
12. Participants are not permitted to purchase or drink alcoholic beverages.
13. Participants are not permitted to smoke or use other tobacco products.
14. Participants must not possess or use fireworks, except under the supervision of an adult (21 years or older). In some states, fireworks are illegal.
15. Participants are not allowed to gamble.
16. Participants must return to their native country on the date which 4-H or the program organization specifies.
17. Participants must obtain prior consent from the host family and the appropriate organization contact before planning personal travel of any kind.
18. Participants are not permitted to participate in sky diving, hang gliding, parachute jumping or any other dangerous activities.

I have read and understand the above, and agree to comply with these rules. I understand that failure to comply with these rules may be grounds for dismissal from the 4-H International Exchange Program and termination of my visa, if applicable. I may be sent home at once at parental expense for violating the rules above. I understand that this program is a Cooperative Extension 4-H Youth Development Program sponsored by the 4-H International Programs Committee in cooperation with the international program organizations.

Signature of Student _____ Date _____

Signature of Parent _____ Date _____

A world citizenship program facilitated by the IPC for participating state 4-H Youth Development Programs.

PROCEDURE OUTLINE FOR CODE OF CONDUCT VIOLATIONS

One of the most important responsibilities of an exchange program coordinator is to ensure the success of the exchange student. This responsibility involves commitment – a commitment to correct and modify the behavior of an exchange student, when necessary, in order to help that student continue their participation in the exchange program.

To handle these challenging opportunities, we have developed a Four-Step Procedure Outline, which allows a coordinator to approach problems positively to help the exchange student discover the reasons for the problem and commit to a viable solution.

Several steps may be taken, but **all violations should be thoroughly documented** by the state coordinator or organization representative upon first report, and maintained throughout the process. From the beginning and throughout the process, this documentation will be forwarded to WorldWise, to be tracked and placed in the delegate's file. In addition, the procedure should include:

Step #1 – Counseling Session. The counseling session is an opportunity used by a coordinator to address a situation with the exchange student. It is recommended that this be done in a face-to-face setting. The program counselor needs to be updated after a counseling session has occurred, so they may reinforce the session and follow up with the student.

Step #2 – Verbal Warning. The verbal warning reinforces the expectations discussed in the previous counseling session. It is recommended that this be done in a face-to-face setting. However, if time and distance restrict an in-person meeting, a verbal warning may be issued over the phone. This should be followed up by a phone call between the student and their program counselor to be sure that the warning is fully understood.

Step #3 – Written Probation. The written probation should be in the form of a letter to the student, and should specifically state the violation, clearly outline behavioral expectations, and describe the consequences that are to occur should the student not adjust his/her behavior. The letter, to be written by WorldWise and approved by the 4H International Programs Committee, should be presented and discussed during a meeting between all relevant parties (student, host parent(s), state coordinator, etc.). Copies of the signed probation letter will be forwarded to the 4H International Programs Committee and to the appropriate exchange organization.

Step #4 – Program Termination. Should the problem continue, the 4H International Programs Committee has the authority to determine and arrange for the student's repatriation. The decision shall include the input of all involved parties, but ultimately must include both the Committee Chair and the High School Committee Representative. The corresponding organization and program counselor will be informed of the Committee's decision before the student's departure.

Each situation is reviewed individually and is dealt with on a case-by-case basis. One or more of the steps may be eliminated if deemed appropriate by the 4H International Programs Committee or the State Coordinator or Program Representative. In the case of serious violations, such as violation of the law, immediate program termination will occur.

The Procedure Outline is designed to recognize that there is a problem, and to give everyone involved an opportunity to participate in assessing the problem and finding a workable solution. The primary objective is to help the student successfully fulfill their responsibilities and objectives as an exchange student.