

# HOMESTAY STUDENT HANDBOOK



# HOMESTAY STUDENT HANDBOOK

## What is the Homestay Program?

Global Bridge Associates offers the Homestay program for international students throughout Canada. The Homestay program is for students who want to experience daily life with a Canadian family. Homestay Families are interviewed and carefully chosen for their interest in other cultures and for their commitment to help international students adjust to a different culture. Global Bridge Associates regularly selects and inspects Homestay homes. Global Bridge Associates is committed to assisting Homestay Students and Host Families.



## What are the benefits of the Homestay Program?

Living with a Host Family offers the opportunity to live with and receive the care and support of a Host Family. Being far away from your own family and friends can be difficult. With Homestay you can experience a supportive family life in a new country and make new friends.

# HOMESTAY STUDENT HANDBOOK



## Student expectations

### House Rules

Each Homestay Family may have their own house rules, different from others. House rules and expectations should be discussed with your host family. If you are not sure what to do, ask questions. Respect the house rules. Respect cultural or religious differences. Express concerns or needs in a respectful way.

### Food / Meals

Be on time for family meals. If you have serious allergies or dislikes, tell your family. If you have or make other meal plans with friends, please communicate this to your host family. Offer to help with small tasks such as setting the table or cleaning up. Meals in Canada are often casual. Meals are usually one plate. There may be less variety than in your culture. Occasionally, you may want to share your cultural foods with your family.

### Breakfast

Breakfast times vary depending on schedules. Breakfast is usually a simple meal of cereal with milk, toast, bagels, or fruit. On weekends, breakfast might be larger with eggs or pancakes. Coffee, tea, and juice are common morning drinks.

### Lunch

Lunch is usually around 12 p.m., sometimes referred to as “noon.”

### Dinner

Some Canadian families eat dinner earlier than in many countries, usually around 6 p.m. Most Canadian families try to eat dinner together and talk about their day.

### Eating

Most meals are eaten with a knife, fork, and/or spoon. It is acceptable to use your hands for certain items. If you want more food, you should accept the first offer or ask “May I please have some more?” Never dip food a second time once it has touched your mouth. Finally, ask for items to be passed to you.

### Family Life

You are expected to behave as a member of the family, not as a guest. Try to participate in family activities, both work and play. Talk to your family about problems or needs.

### Bedroom

Students should keep their bedroom clean and wash bedding as needed. Your Host parents are not expected to clean your bedroom.

### Household Chores

As a member of the family, you should help with the general household work. If you are interested, you could help with meal preparation, taking out the garbage, or sweeping the floor.

### Language Practice

In order to improve your English, you must practice. Your homestay is an excellent place to practice English. Your Host Family can help you understand how English is spoken in everyday situations and can explain things you don't understand.

### Cultural Exchange

Many host families choose to host international students as a way to exchange culture. They want to learn about your country and culture.



# HOMESTAY STUDENT HANDBOOK

## What to expect at your homestay

### Your Bedroom

You will have your own bed in a private room with basic furniture like a desk, closet and/or dresser, linens, towel, lighting, and internet.

### Canadian Families

There are many different kinds of Canadian families. There probably isn't a "typical" Canadian family, and host families can be from a variety of backgrounds. Remember that Canada is a multicultural society, so although all hosts speak fluent English, their families may be from Europe, Asia, Latin America, Africa, or another location. Some host families may have children, others do not. They could be single men or women with or without children of their own. There also could be grandparents or other retired individuals.

### Canadian Houses

In Canada, most families live in a house with a private yard or a townhouse, and sometimes in an apartment.

### Transportation

Sometimes your host family may drive you to a desired location when possible. However, this is a courtesy, not a responsibility. The host family's responsibility in transportation is to the school and school-related activities. Extracurricular activities, such as going to the mall or out with friends, must be arranged with the host family in advance.



# HOMESTAY STUDENT HANDBOOK

## When you arrive in Canada

**These are some questions you may ask your host family.**

- Where can I store my suitcase?
- Should I always remove my shoes?
- Are there any areas of the house that are private?
- Are there any items in the house I should not use or touch?
- Are there any rules about pets? (In or out, feeding times, etc.)
- Can my friends visit me here?
- Can I have a friend overnight?
- Can I invite a friend for dinner?
- Can I have friends in my room?
- What time do you go to bed?
- What time is quiet time?
- What time do you wake up? On weekends?
- Is there a curfew?
- If I am going to be late, when should I call you?

It is normal for students to be awake when the family is asleep. You might want to study, email, or telephone your family late at night. Typically, a Canadian student's curfew is between 9:30 pm and 10:00 pm. Remember to be quiet and to ask your family if your late night activity disturbs their sleep.

Meeting your Host Family for the first time may feel strange. Try to relax and get to know them. The first few days will be a time of adjustment for you and your family. Learn their names and ask some questions about their interests and lifestyle.



# HOMESTAY STUDENT HANDBOOK

## Bathroom

- Can you show me how to operate the shower / bath / shower curtain / toilet?
- When is a good time to shower / bathe?
- How often may I shower / bathe?
- How long can I stay in the shower/ bath?
- Where are cleaning supplies kept?
- Where can I find a mop or rags?
- Where should I put dirty towels?

## Bedroom

- Should I make my bed every day?
- How often should I clean my room?
- Will anyone else in the family enter my room?
- If I am too cold or too hot, what should I do?

## Washing Clothes

- When is a good time/day to wash my clothes?
- Where should I keep my dirty clothes?
- How do I operate the clothes washer and dryer?

## Transportation / My Neighborhood / My Community

- How do I get to school?
- Where is the nearest store to purchase toiletries or personal items?
- Where is the nearest park or place to walk?
- Where is the nearest post office?
- Where is the nearest police station?
- Where is the nearest hospital/emergency room?

## Electronics

- May I use the computer?
- When is a good time to use the computer?
- Is there a time limit to my computer use?
- Should I pay for the internet connection?
- Can I watch television?
- Do I need special instructions?
- What time is appropriate to shut down all devices?

## Housework (Chores)

Your host family expects you to behave as a member of the family. Canadian families usually share household work regardless of gender. Your Host Family will appreciate it if you offer to help with general chores such as set or clear the table or wash dishes and tidy the kitchen. You should tidy the bathroom after each use and pick up your personal items and keep them in your bedroom.

## Religion

Your host family may or may not be religious. Many different religions are practiced in the Canada. Canadians are free to choose their own form of spiritual practice. Some Canadian families go to church or worship services weekly, other families only attend during religious holidays, and others do not practice religion. It is important for both you and your host family to respect religious differences. If your host family invites you to attend their worship service, you may choose to accept or politely decline. You should never participate in any religious worship that makes you feel uncomfortable.

# HOMESTAY STUDENT HANDBOOK

## Daily life in Canada: Every day situations

### Bathing

Most people take either a bath or a shower. You will probably share a bathroom with other members of your family. It is usual to leave the bathroom door open when it is not in use. Most Canadian bathrooms have the toilet, sink, and shower or bathtub in one room. Canadian bathrooms do not have drains in the floor. Water can only be drained from the sink, or bathtub. After using the bath, shower, or sink it is polite to wipe up any water you have spilled. Dirty or wet towels may be hung to dry or put in a laundry basket (ask your family). Most Canadians shower in the morning and wash their hair in the shower. If you prefer to bathe in the evening, try to take your shower or bath before 9:30 p.m. Try to limit your shower time to 10 minutes.

### Toilet

Used toilet paper and only used toilet paper should be put in the toilet. Do not put any other garbage down the toilet. As a courtesy, men should put the toilet seat down after use. If the toilet is dirty from your use, clean it with the toilet brush before leaving the bathroom.

### Kitchen

Your Host Family may have appliances you do not know how to use. Ask for instructions if you do not know how to use them. Try to observe where things are stored in the kitchen and replace items where you found them.





# HOMESTAY STUDENT HANDBOOK

---

## Garbage and Recycling

Most Canadian families recycle paper, glass, and metal products. Ask your hosts their procedure for recycling.

## Privacy

Canadians value privacy. Normally, if a person wishes to be alone they will go to their room and close the door (however, if this is done too often, others may think the person is not interested in the family).

## Pets

Many Canadians have pets that live inside or outside the house. This may include dogs, cats, and birds. Canadians treat pets as a part of the family and pets are free to engage with them. Ask your family about rules regarding pets. For example, some families do not like their cats to go outside or only let their dogs outside if a family member is present.

## Phone Calls

Host Families are encouraged not to engage in contracts for cell phones of international students. Therefore, during orientation you will have some options.

## Going Out with Your Family

You may be invited to join your family for an activity, outing, restaurant meal, or even a vacation. It is a good idea to discuss financial expenses with your family before accepting the invitation.

Some families will have the ability to pay for you, but others may not be able to pay extra. If your host family pays for your activities, you should thank them. You might also want to consider making a special meal for them.

## Restaurants

If your family invites you to a restaurant as part of the normal meal schedule, they should pay for your meal. If you are expected to pay, and you choose not to join them, they should provide you with a meal to have at home. If you are unsure, it's okay to ask your family about who will pay. If traveling, you may want to have your own money for restaurants.

## Activities / Outings

Your Host Family will probably want to take you out to experience the Canadian lifestyle. If you are invited to join an activity, be sure to ask your family what you should bring and if you will need money.

## Vacations

Your Host Family may go away on vacation during your stay. If your family will be away for more than a couple of days, you should tell Global Bridge Associates. If your Host Family invites you to join the vacation, you should talk to them about how much it will cost (ask about accommodation, transportation, meals, etc.). If you choose not to join the vacation, contact Global Bridge Associates so accommodations can be made for you while your Host Family is away. You will not be allowed to stay in your host home alone while your Host Family is on vacation.



# HOMESTAY STUDENT HANDBOOK

---



## Canadian Culture

Canadian culture will probably be different from your own culture. The differences may be large or small. Some differences may bother you; others will not. It is important to remember that the cultural differences you experience are all part of your learning adventure. Try to be patient, open-minded, and most of all, keep your sense of humor.

### Equality

Canadians consider all individuals in society as equal with equal rights and opportunities. Women and men are equal in Canadian culture. Status is not determined by sex, age, race or social rank. Equal respect is shown to all individuals.

### Children and Seniors

Because Canadians value independence and equality, they may have different attitudes than your culture toward the treatment of children or seniors. Even young children are permitted to express disagreement with their parents. Seniors often live alone and are independent.

### Time

Canadians value punctuality. It is considered disrespectful to be late. If you are going to be late for an appointment, it is a good idea to telephone and say you will be late. Because Canadians like to be on time and value schedules, they may seem to be very busy.

# HOMESTAY STUDENT HANDBOOK

---

## Culture shock

Most people who live, study, or work in another culture experience culture shock. Your experience of culture shock may affect the way you feel about your host family or your new home. If culture shock affects your mood or behavior, it is important to talk to your host family so that they will understand how you feel. All new relationships take time and patience. Living with a new family and the experience of culture shock can be difficult, but it will pass.

## Emotional and Neutral Expressions

In some cultures, people are emotional when they communicate. They use a lot of facial expressions or arm and hand movements to express their ideas and feelings. In other cultures, people do not show any emotion or move their bodies. It is important to remember that these behaviors are often cultural and not to understand them as aggressive, angry or disinterested.

## Eye Contact

Canadians usually expect people to look at them when they are talking. If you do not look at someone when they are talking, they may think you are not listening or do not care about what they say. If you are interested, it is important to keep eye contact.





# HOMESTAY STUDENT HANDBOOK



## Communication across cultures

Misunderstandings can occur when people from different cultures are communicating. This can happen because of many reasons, including cultural differences, language difficulties, different meanings for gestures or physical behaviors. It is important to ask questions to be certain you have understood. It is OK to ask people to repeat their words, say them differently, or more slowly.



# HOMESTAY STUDENT HANDBOOK



## Misunderstandings and problems

Life with a family can have wonderful moments and difficult moments. All families have misunderstandings and problems. Most problems can be solved by talking about them with the family. Global Bridge Associates is available to assist students and host families with problems that they are unable to resolve. We can give you advice and assistance.

### Types of Problems

Many problems occur because of different expectations or needs. Often problems occur because of communication problems. Misunderstanding behavior or words can lead to problems. It is important to talk about problems before they become bigger problems. Canadian host families expect and want students to talk to them about problems.

### Communication

If you have a problem or a misunderstanding with your Host Family, talk to them about how you feel. Tell them what you need. Don't be shy to talk to your family. Don't assume they will understand without words. If you cannot talk to your family, talk to Global Bridge Associates.

### Support

If you have a problem with your Host Family, you should first try to talk to the family. Global Bridge Associates can help you if you have talked to your family and it did not change, or if you need help with translating.

### Other Harassment

If you feel that someone in your Host Family has been disrespectful of you, your culture or your religion, you can tell them that you feel uncomfortable. If you do not feel comfortable speaking to your family, ask Global Bridge Associates for advice or assistance. If you talk to your family and nothing changes, speak to Global Bridge Associates.

### To Change Your Accommodations

If you want to leave your homestay, it is a good idea to speak to Global Bridge Associates. There are different reasons you may want to change your accommodations and there are different accommodation choices. Global Bridge Associates will give you advice and help you make the best choice.

### Moving to a Different Homestay

If you and Global Bridge Associates decide that it is best for you to have a different homestay experience, Global Bridge Associates will find a new Host Family for you. Before you can change your homestay, you must consult with Global Bridge Associates. Sometimes people are not a good match and a different situation may be better. Global Bridge Associates will find a homestay where you will be happy.

# HOMESTAY STUDENT HANDBOOK



## Student safety

### Behavior Guidelines

There will be times when you may be confused about behavior and what is and is not culturally acceptable. One of our main goals is to make sure that you are safe during your experience. This list will help you and your Host Family understand what types of actions and behaviors are socially acceptable and what types are not regarding personal safety.

### Positive/appropriate displays of affection could include:

- Brief hugs
- Pats on the shoulder and back
- A handshake
- High-fives/slapping hands
- Verbal praise
- Brief touch on hands, face, shoulder, arms
- Holding hands during family prayer
- Brief kiss on the cheek

### Negative/inappropriate displays of affection could include:

- Inappropriate/lengthy hugs and embraces
- Intentional brushing against a person's body, patting, or pinching
- Adult holding hands with student
- Kisses on the mouth
- Student sitting on adult's lap
- Touching bottoms, chest, or genital areas
- Showing affection in isolated areas like a bathroom or bedroom
- Lying on the same bed
- Touching of the knees or legs
- Wrestling and tickling
- Any type of massage
- Written or spoken compliments referring to body or body development

# HOMESTAY STUDENT HANDBOOK

- Giving excessive or personal gifts or money
- Private meals in intimate places
- Any unwanted attention

## Modesty Guidelines:

- No nudity by student or Host Family
- No contact between student and adult in underwear
- Wear robes over your pajamas
- No suggestive or revealing clothing
- Wearing only a towel is not acceptable

## Behavior Guidelines:

- No requests for meeting with students privately
- No telephoned, mailed, or emailed messages of a sexual or intimate nature
- No flirting
- No jokes with sexual connotation
- No lewd remarks, whistles
- No sharing or display of photos or materials of a sexual nature

It is never appropriate, under any circumstances, for you to be approached or touched in a sexual or sexually suggestive manner by any member of the Host Family or any other adult. Such contact may constitute a criminal offense, and Global Bridge Associates will cooperate fully with the authorities in the investigation and prosecution of any such illegal activities. If anyone has attempted to inappropriately touch or speak with you, you must contact the Global Bridge Associates office immediately. (833) INFOGBA or (833) 463-6422. Likewise, it is never appropriate for you to initiate any sexual contact with any member of your Host Family.

## Safety Precautions

Be aware of any adult or individual who seeks to spend a lot of one-on-one “alone” time with you outside of an appropriate context. For example, a neighbor who wants to take you to the movies alone or an older “friend” you made at the gym who invites you to one-on-one activities without any other family or friends.

## Texting & Social Media

You should always be reminded about the importance of knowing who you are texting and interacting with on social media websites. If you find that an adult or peer is contacting you excessively, or making comments that make you feel uncomfortable, contact Global Bridge Associates right away. Any adult who gives you lavish gifts, secret gifts, or gifts that are contingent upon an action from you (e.g. a neighbor or friend’s parent tells you that if you get good grades, you will receive a special gift). Any adult who asks you to keep secrets or treats you like a confidant. It is not appropriate for adults to confide in teenagers as equals, nor is it appropriate for an adult to expect a teenager to keep a secret of any kind.

## Emergency

If you experience an emergency of any kind outside of business hours (9 am - 5 pm EST), Global Bridge Associates has a 24-hour toll free emergency answering service available to assist you seven days a week, year round. Our toll free phone number is 833-463-6422. Our goal is to ensure that you and your Host Family enjoy a safe and rewarding year together. We encourage you to reach out if you have any concerns. Global Bridge Associates is here to help you!



# HOMESTAY STUDENT HANDBOOK



## Global Bridge Associates program rules

It is the responsibility of each Global Bridge Associates student to know and abide by the program rules. Students are required to read and sign off on the Program Rules and Code of Conduct prior to their arrival in Canada. It is imperative to read our student code of conduct at: [www.gba-us.com/students/student-hub/](http://www.gba-us.com/students/student-hub/)

### Additional Global Bridge Associates Program Guidelines

In addition to following the above listed program rules, Global Bridge Associates students will be expected to adhere to the following guidelines at all times. Students must always be aware of his/her responsibility as an international students and make a determined effort to be successful in his/her school, Host Family, and host community. Students should make all necessary efforts to integrate with non-international students at their schools and with their Host Family and make Canadian friends. On special occasions (holidays, birthday, etc.), the student's priority must be to spend this time with the Host Family.

Students are encouraged to limit daily international phone calls, emails and digital communication to parents or friends in their homeland and to respect their families' rules regarding internet and phone usage. All students should be aware that if it is determined that

excessive communication with friends back home is contributing to adjustment issues, a counseling plan may be implemented to support in the acculturation process.

Global Bridge Associates students are expected to return home in the same physical condition as they arrived. This means that students may not get pierced, tattooed, or drastically change their appearance in any way.

Global Bridge Associates promotes the intellectual and physical development of its homestay students and enriches the lives of its host families and dormitories by fostering a safe and comfortable environment in which students, schools, and Host Families may live and learn productively together.

### Philosophy

Global Bridge Associates is committed to providing students a safe and comfortable learning and living environment. Each student's adherence to the Global Bridge Associates Student Code of Conduct (the Code) is imperative to the homestay provided by Global Bridge Associates.

### General Behavior Guidelines

A Global Bridge Associates student must be above reproach. He or she must refrain from conducting himself or herself in any way that may be considered unbecoming by his or her peers, community, family,

# HOMESTAY STUDENT HANDBOOK

---

school, homestay or Global Bridge Associates staff or management. Global Bridge Associates students must strive for success by exhibiting honest effort and correct deportment at all times. In the course of a student's life as a participant of Global Bridge Associates, he or she must realize and accept that he or she remains bound by the Code every second of his or her tenure. He or she is responsible for his or her actions and must espouse and demonstrate the behaviors and practices of the Code twenty-four hours a day, seven days a week, and throughout the duration that he or she is a student and/or participant of Global Bridge Associates.

He or she must believe that participating in any immoral or illegal activities, including but not limited to, theft, cheating, plagiarism, deceit, neglect, lies, apathy, and inappropriate or vulgar actions and/or behavior cut at the heart of any society, and especially our Global Bridge Associates community. A Global Bridge Associates student must show respect for the rights and safety of others in his or her school and Homestay and must refrain from actions that prevent others from having a safe and respectful living environment. Any activity or behavior deemed to be a threat to the health and safety of students is strictly prohibited.

## Discipline Guidelines and Procedures

A Global Bridge Associates student is expected to conduct himself or herself in an appropriate manner at all times. Any violation(s) of Standard Code of Conduct or other applicable policies will result in swift and often severe disciplinary actions in accordance with the guidelines and procedures contained in this Code. Please note that any enumerated lists or specifications in the Code are non-exhaustive, meaning that they are merely a representative sample of the types of behaviors, actions, incidents, and overall circumstances that may constitute a violation under this Code.

## Violation Warnings

Issuance of a student violation warning is necessary when the behavior or action(s) of a student is potentially disruptive or dangerous to the other members of the schools and/or homestay, as deemed

by Global Bridge Associates, or when a student otherwise commits a violation of any provision of the Code. Once a student is issued a warning, the circumstances surrounding the behavior, actions(s), and/or violation will be detailed in the student's Global Bridge Associates file, and his or her natural parents will be promptly notified of the incident and issued a warning.

## Circumstances that Warrant Issuance of a Student Warning

- Act(s) of behavior that is potentially dangerous, or poses a threat of danger or injury to himself or herself, other members of society, the school community, or the homestay; Act(s) of behavior that may be deemed disrespectful by other members of society, the school community, or the homestay. A Global Bridge Associates student is under an affirmative duty to actively acquire an understanding of what constitutes disrespectful behavior in his or her homestay, and ensure that his or her actions and behavior are within the acceptable bounds of interacting with others.
- Leaving the home without prior permission from the Host Family.
- Disobeying the curfew established by the law or Host Family.
- Speaking with hostility towards anyone at any place at any time.
- Displaying intolerance of the religion or culture of another individual at any place at any time.
- Distribution or posting of unapproved materials on the school campus, at home on the Internet, or through other channels of electronic communication.
- The use, sale, purchase, distribution, or possession of tobacco products, or electronic cigarettes at any place at any time.

# HOMESTAY STUDENT HANDBOOK

---

- The use of profanity or vulgarity in writing or verbally, including obscene gestures.
- The taking, borrowing, or other form of possession of items belonging to the homestay without prior permission.
- Defacing of school, Host Family.
- Willful disobedience of school officials, teachers, or administrations, members of the Host Family, or Global Bridge Associates staff or management.
- Open and persistent defiance of the authority of the school, Host Family, or Global Bridge Associates staff or management.
- Fighting, bullying, or engaging in aggressive behavior, which may or may not lead to a physical altercation at any place at any time. All active participants in a fight situation are subject to disciplinary action(s) regardless of who caused the firm.
- Forgery, using forged notes or passes, and/or tampering with school-associated notes or materials.
- Tampering with fire alarms, fire extinguishers, or other safety or security equipment or devices.
- Failure to follow school attendance procedures and policies.
- Repeated unexcused tardiness and/or absences from school or classes.
- Cheating, plagiarism, and/or other forms of dishonest behavior on homework, classwork assignments, quizzes, tests, projects, or examinations.
- Possession of any material that will help a student cheat on any schoolwork, or testing, including illicitly annotated textbooks, as determined by the classroom teacher.
- Unacceptable behavior in class as determined by the classroom teacher.
- Throwing food or other objects on the school campus, in the classroom, or in the home.
- Act(s) or behavior deemed by school officials, teachers, or administrations, members of the Host Family, or Global Bridge Associates staff or management, to constitute conduct that is unbecoming.

## Dismissal

Dismissal consists of the permanent removal of a student from the Global Bridge Associates homestay. The ultimate decision to take disciplinary action(s) in the form of dismissal will be decided upon by Global Bridge Associates and its Legal Counsel. Such a decision will be final and without appeal or negotiation. Any student who is dismissed from Global Bridge Associates may forfeit his or her right and/or ability to: receive reimbursement for Homestay tuition and/or fees. Once a student is dismissed from Global Bridge Associates, the circumstances surrounding his or her behavior, action(s), and/or violation(s) resulting in the dismissal will be detailed in the student's Global Bridge Associates file, and his or her natural parents will be promptly notified of the dismissal.

## Circumstances that Warrant DISMISSAL

- Disobedience and/or continued willful disregard for the policies and procedures contained in the Code.
- Acts or behavior that place the student and/or other individual(s) at risk of danger, injury, or otherwise create a disruptive, unsafe, unhealthy, or dangerous environment.
- Exhibiting aggressive or threatening act(s) or behavior, including body language.
- The use, sale, purchase, distribution, or possession of firecrackers or any exploding device including smoke bombs, at any place at any time.



# HOMESTAY STUDENT HANDBOOK

---

- Scandalous and/or immoral act(s) or behavior at any place at any time, including via use of the Internet or through other channels of electronic communication.
- The use, sale, purchase, distribution, or possession of harmful weapons and materials or objects that can be used as weapons, at any place at any time.
- The use, sale, purchase, distribution, or possession, or being under the influence of any alcoholic beverage, at any place at any time.
- The use, sale, purchase, distribution, or possession, or being under the influence of any illegal drug, at any place at any time.
- The use, sale, purchase, distribution, or possession of drug paraphernalia, at any place at any time.
- Theft of the property belonging to the school, Host Family or another individual. The student's natural parents must cover the cost of replacement.
- Willful cutting, defacing, or otherwise damaging school, Host Family. The student's natural parents must cover the cost of repair or replacement.
- Reselling lost or stolen books or other items.
- Deliberate harassment of a fellow student or other member of the homestay.
- Membership or involvement in a group or gang that is responsible for coercive, violent, or illegal activity.
- Any violation of the use of computers or other electronic devices that is determined to be serious in nature including, but not limited to, posting or distributing unacceptable or questionable material on the Internet or through other channels of electronic communication.
- The making of threats, whether verbal, written, electronic, or graphic.
- Committing assault, battery, or any threat of force or violence directed towards anyone or any group of individuals, at any place at any time.
- Being the means by which violence or other disruptive, unsafe, unhealthy, or dangerous act(s) or behavior comes to the school campus, or homestay.
- Expulsion from the student's school.
- Possession of any instrument or weapon as described under applicable local, state, and federal laws.
- Any violation of local, state, or federal law.
- Acts or behavior deemed by school officials, teachers, or administrations, members of the Host Family or Global Bridge Associates staff or management to constitute conduct that is unbecoming.

## Coordination with School Discipline Policy

Global Bridge Associates works in conjunction with each school and its disciplinary policies and procedures. Thus, Global Bridge Associates and a student's school will jointly deal together for purposes of disciplinary action(s) to be taken. Global Bridge Associates may take disciplinary action(s) as a result of disciplinary action(s) taken by the school, and vice-versa. The expulsion of a Global Bridge Associates student from his or her school constitutes automatic grounds for that student's dismissal from Global Bridge Associates. When a student is expelled from his or her school, he or she must immediately notify a member of Global Bridge Associates staff (i.e. Homestay), and must vacate the homestay within forty-eight (48) hours of the last day of attendance at the school. Additionally, if a student is expelled from his or her school, his or her I-20 may be revoked. No Homestay refund will be given.

## Acknowledgment of the Standard Code of Conduct

All Global Bridge Associates students are required to review the Standard Code of Conduct and sign the accompanying Acknowledgment. By signing the Acknowledgment, the student signifies that they understand the Code and agree to abide by its contents. Global Bridge Associates will email the students natural parents the student signed code of conduct.

# HOMESTAY STUDENT HANDBOOK

## Cigarettes/Alcohol/Illegal and or Prescription Drugs

It is unlawful to sell, purchase, distribute, possess, consume, use, or be under the influence of alcohol if under 19 years of age. Global Bridge Associates does not allow or tolerate their students using tobacco or alcohol. **THERE IS A ZERO TOLERANCE POLICY FOR USING THESE OR ANY ILLEGAL SUBSTANCES!** Any student caught using these substances faces possible dismissal from the program. Being dismissed from the program may incur a liability with tuition on behalf of the student. There will be no refunds to students or their families if the student is dismissed from the program based on this policy.

## Smoking/Tobacco

It is unlawful to sell, purchase, distribute, possess, consume, use or be under the influence of tobacco products if under 19 years of age. Tobacco products include cigarettes, chewing tobacco, electronic cigarettes and vape pens.

## Drug and Drug Paraphernalia

Drugs are defined as any chemical substance that affects or impairs physical and/or mental control. In addition, a Global Bridge Associates student may not sell, purchase, distribute, possess, or use drug paraphernalia.

## Prescription Drugs and Medications

For prescription drugs or medications, a Global Bridge Associates student must have a copy of the written prescription signed by a licensed medical doctor and must present the prescription to the Host Family.

## Communication

A Global Bridge Associates student is encouraged to speak with his or her natural family on a regular basis. However, such communication may not interfere with the student's academic schedule.

## Lack of Cooperation

A Global Bridge Associates student's lack of cooperation with his or her Host Family, Global Bridge Associates staff or administration, or the policies and procedures of the Code may be regarded by Global Bridge Associates as a lack of genuine desire on the part of the student to participate in the Global Bridge Associates program.

## Curfew

A Global Bridge Associates student must adhere to the curfew established by his or her Host Family. In the event that the student will arrive home later than usual due to the circumstances, he or she must notify his or her Host Family.

## Disorderly Conduct

Disorderly conduct such as excessive noise, rowdiness, or other disruptive action or behavior will not be tolerated and may subject the student to disciplinary action. In the event that such disorderly conduct results in property damage or destruction, the student and his or her natural parents will be required to reimburse the Host Family.

## Destruction and Damage to Property

A Global Bridge Associates student is expected to respect property that belongs to his or her Host Family, and fellow students, and must use such property with due care and only when authorized to do so. In the event that a Global Bridge Associates student negligently or intentionally causes destruction or damage to the property of another, the student and his or her natural parents will be held responsible for reimbursing the owner of the property for the cost of repair or replacement. A Global Bridge Associates student has a duty to follow the guidelines below regarding destruction or damage to another's property.

1. A Global Bridge Associates student must immediately report to his or her Host Family and Homestay any damage he or she has caused to the home whether negligently or intentionally caused;

# HOMESTAY STUDENT HANDBOOK

---

2. If a student is unsure whether damage has occurred to the home as a result of his or her actions or omissions, he or she must immediately report the damage to his/her Host Family.
3. In the event of property damage:
  - a. The Host Family will obtain a professional estimate for the cost of repair and ensure that the repair is completed at a reasonable cost;
  - b. The student's natural parents will be required to reimburse the Host Family for the cost of repair;
  - c. If the cost of repair equals or exceeds \$100.00, and repairs are not immediately necessary, Global Bridge Associates will contact the student's natural parents to obtain their written agreement to pay for the cost of repair; and
4. A Global Bridge Associates student's intentional or unintentional failure to report property damage in accordance with the Code within twenty-four (24) hours of the occurrence constitutes grounds for the issuance of a warning or dismissal.

## Driving

A Global Bridge Associates student is not permitted to drive any automobile or motorized vehicle under any circumstance and regardless of his or her age. Thus, a Global Bridge Associates student is subject to the driving policy even if he or she is 18 years of age or older.

## Electronics and Internet Usage

A Global Bridge Associates student is permitted to use electronic devices for educational and limited entertainment purposes. However, any such use must not interfere with the student's cultural or academic experience. A Global Bridge Associates student has a duty to follow the guidelines:

1. A Global Bridge Associates student must follow the Host Family rules with regard to Internet usage, computer and video games, and television viewing;
  - a. Searching, viewing, and/or distributing profane, violent, or sexually explicit material on any electronic device or platform;
  - b. Copying, saving, or distributing the intellectual property of another (i.e. copyright, trademark), including the unauthorized download of music, video, or other electronic content;
  - c. Intentionally circumventing system protection hardware or software or engaging in activities that may be construed as such;
  - d. Knowingly causing system failure, degraded performance and/or proliferating computer viruses;
  - e. Using electronic devices or resources for the duplication, installation, alteration, and/or destruction of data, programs, software, or other electronic content; and
  - f. Using electronic devices or resources in any manner that violates or results in a violation of local, state, or federal law, or the rules that govern the student's school or his or her Homestay; and
2. Conduct in violation of this policy will not be tolerated and may subject the student to disciplinary action including dismissal from the Global Bridge Associates program.

## Firearms

A Global Bridge Associates student is not permitted to sell, purchase, distribute, possess, or use firearms or other weapons at any time. Violation of this firearms policy will not be tolerated and subjects the student to disciplinary action including immediate dismissal from the Global Bridge Associates program.

# HOMESTAY STUDENT HANDBOOK

---

## Hate Incidents, Harassment, Hazing, Bullying

A fundamental goal of Global Bridge Associates is to foster a safe and comfortable environment in which students, schools, host families, may live and learn productively together. Therefore, any form of hate-motivated behavior or action, harassment, hazing, bullying, cyber bullying or discrimination, including but not limited to that based on race, ethnic background, gender, religion, class, age, sexual orientation, or disability, constitutes unacceptable and prohibited behavior. Global Bridge Associates will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough process. Conduct in violation of this policy will not be tolerated and subjects the student to disciplinary action including dismissal from the Global Bridge Associates program.

### Hate Incidents

All members of the Global Bridge Associates community have a right to be free from discrimination and harassment, regardless of their race, ethnic background, gender, religion, class, age, sexual orientation, or disability. In an effort to foster a safe and comfortable environment for students, schools, and host families, Global Bridge Associates is committed to preventing and responding to hate-motivated incidents.

### Harassment

Harassment involves subjecting an individual to an environment or treatment that is hostile or intimidating, or otherwise interferes with his or her educational experience. The forms of harassment prohibited by the Code include, but are not limited to verbal, written, physical, visual, and sexual harassment.

### Bullying

Bullying involves the direct or indirect habitual harassing, intimidating, tormenting, humiliating, terrorizing, oppressing and/or threatening of an individual. The form of bullying prohibited by the Code includes, but is not limited to cyber bullying, which involves the use of electronic devices and/or the Internet.

## Allergies/Medical Conditions

A Global Bridge Associates student must notify Global Bridge Associates as well as his or her Host Family and homestay of any environmental allergies, allergies to medications, and medical conditions, including but not limited to, physical limitations, chronic illnesses, and mental health conditions.

## Relationships and Dating

While a Global Bridge Associates student is free to date, he or she must refrain from engaging in unhealthy or inappropriate activities in this regard. A Global Bridge Associates student must refrain from obsessive togetherness, inappropriate touching, provocative dressing, and conduct or behavior that causes uneasiness or uncomfortableness to his or her peers, Host Family. Couples may be together only in public areas; all other locations require that the student obtain prior permission from his or her Host Family.

## Transportation

As stated in the Driving section above, a Global Bridge Associates student is prohibited from driving any automobile or motorized vehicle at any time regardless of his or her age. The student may be a passenger in a car driven by his or her Host Family. A Global Bridge Associates student may also be a passenger in a school bus or carpool arranged by the Host Family.

## Hitchhiking

A Global Bridge Associates student may not hitchhike for any reason. Violation of this hitchhiking policy will not be tolerated and subjects the student to disciplinary action including dismissal from the Global Bridge Associates program.

## Public Transportation

A Global Bridge Associates student may use public transportation, such as a bus, taxicab, subway, or train, only with prior permission to do so from his or her Host Family.



# HOMESTAY STUDENT HANDBOOK

---

## Travel

The Global Bridge Associates policies regarding travel are designed and necessary to ensure the safety of Global Bridge Associates students. Violation of this travel policy will not be tolerated and will have a disciplinary consequence action which could end up in dismissal from the Global Bridge Associates program.

## Planning for Traveling and Activities

A Global Bridge Associates student who intends to travel or participate in an activity outside of school must consult with his or her parents and host family before making any arrangements. See below for a list of procedures and guidelines:

1. Students must have written permission from his/her parents prior to making travel arrangements.
2. For travel requiring transportation by air, the student must alert their host family as well as GBA 3-4 weeks prior to their travel.
3. For a local activity, the student must consult with his or her Host Family and Homestay at least (2) days prior to the desired date of activity.

## Travel to Student's Home Country

A Global Bridge Associates student is encouraged to travel to his or her home country to visit family. Any such travel must take place during the time frame of the school vacation and breaks. A Global Bridge Associates student may not take days off from school to travel. A Global Bridge Associates student has a duty to follow the procedures and guidelines below regarding travel to his or her home country.

1. At least three (3) weeks prior to the desired date of travel, the student must consult with his or her Host family and Homestay about the intention to travel to his or her home country for a vacation;
2. The host family will help to ensure that all necessary procedures are followed to facilitate the travel.

3. If the student desires, his or her Host Family may assist with arranging the air travel; in any event, the Host Family must be consulted regarding the student's flight times so that airport transportation may be arranged in advance; and
4. The student's natural parents must complete and sign a permission form for travel to the student's home country, and must return the form to the student's Homestay via email at least one (1) week prior to the date of travel.

## Travel Within Canada With Someone Over the Age of 25

A Global Bridge Associates student has a duty to follow the procedures and guidelines below regarding travel within Canada with an individual over the age of 25.

1. At least four (4) weeks prior to the desired date of travel, the student must consult with his or her Host Family and Homestay about the intention to travel within Canada with an individual over the age of 25, or to visit an individual who is over the age of 25;
2. The Host Family will help to ensure that all necessary procedures are followed to facilitate the travel;
3. If the student desires, his or her Host Family may assist with arranging the air travel. In any event, the Host Family must be consulted regarding the student's flight times so that airport transportation may be arranged in advance;
4. The student's natural parents must complete and sign a permission form for travel within Canada with an individual over the age of 25, and must return the completed the Global Bridge Associates online student authorization to travel form at least two (2) weeks prior to the date of travel. It is important to note:

# HOMESTAY STUDENT HANDBOOK

---

- a. The form must be filled out and signed by natural parents
- b. A copy of the natural parents' ID cards must be uploaded onto the form;
- c. A copy of the ID (identification) of the person(s) whom the student is visiting must be provided; and
- d. A copy of the ID of the person(s) whom the student is visiting must be provided;
- e. A working phone number where the student may be reached during travel must be provided to the Host Family; and
- f. The permission form effectively releases Global Bridge Associates from any and all liability while the student is traveling.

## **Travel Within the Canada Without an Individual Over the Age of 25**

Global Bridge Associates student has a duty to follow the procedures and guidelines below regarding travel within Canada without an individual over the age of 25.

1. At least four (4) weeks prior to the desired date of travel, the student must consult with his or her Host Family and Homestay about the intention to travel within Canada without an individual over the age of 25, or to visit an individual who is not over the age of 25;
2. The Host Family will help to ensure that all necessary procedures are followed to facilitate the travel;
3. If the student desires, his or her Host Family may assist with arranging the air travel. In any event, the Host Family must be consulted regarding the student's flight times so that airport transportation may be arranged in advance;

4. The student's natural parents must complete and sign a notarized permission form for travel within Canada without an individual over the age of 25, and must return the complete the Global Bridge Associates online student authorization to travel form at least two (2) weeks prior to the date of travel. It is important to note:

- a. The form must be filled out and signed by natural parents
- b. A copy of the natural parents' ID cards must be uploaded onto the form;
- c. A copy of the ID (identification) of the person(s) whom the student is visiting must be provided; and
- d. A working phone number where the student may be reached during travel must be provided to the Host Family and GBA.
- e. The permission form effectively releases Global Bridge Associates from any and all liability while the student is traveling.

## **Elastic Clause**

Global Bridge Associates staff and management retain the right and privilege to issue disciplinary measures for acts not specifically stated herein and to alter any disciplinary measures as deemed necessary.

## **No Conflict**

To the extent of any conflict between the terms of the English version and any other language version of this Code, the terms of the English version shall control.