

HOMESTAY STUDENT HANDBOOK



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What is the Homestay Program?

Global Bridge Associates offers a Homestay Program for international students across Spain. This program is designed for students who wish to experience daily life as part of a Spanish family. Host Families are carefully selected through interviews and screening processes, chosen for their genuine interest in other cultures and their commitment to helping international students adapt to a new environment.

Global Bridge Associates regularly visits and inspects Homestay homes to ensure quality and safety. We are fully dedicated to supporting both Homestay Students and Host Families throughout the entire experience.



What are the benefits of the Homestay Program?

Living with a Host Family offers international students the unique opportunity to be part of a supportive home environment while studying abroad.

Being far from your own family and friends can be challenging.

Through the Homestay Program in Spain, students can experience the warmth and care of a Spanish family, adjust more easily to a new culture, and build meaningful connections and friendships along the way.

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Student Expectations

House Rules

Each Homestay Family has its own unique set of house rules that may differ from other families. House rules and expectations should be discussed with your host family. If you are uncertain about the rules, don't hesitate to ask questions. Follow the house rules, be mindful of cultural and religious differences, and communicate any concerns or needs respectfully.

Food / Meals

Be punctual for family meals. If you have any serious allergies or strong dislikes, be sure to inform your host family. If you make other meal plans with friends, please communicate this in advance. It's appreciated when students offer to help with small tasks, such as setting the table or tidying up. Meals in Spain tend to be more formal and social, often consisting of multiple courses at lunch and dinner. From time to time, consider sharing a traditional dish from your own culture it's a great way to connect with your host family.

Breakfast

Breakfast in Spain is usually pretty light, especially on school days. Kids often have a cup of milk, sometimes with a little coffee or cocoa mixed in. It's common to have some fruit, plain biscuits, or a piece of toast with butter and jam. Sometimes, they might have a small sandwich with ham or cheese.

Lunch and Dinner

Lunch in Spain is usually around 2:00 p.m. Dinner is later, often after 8:00 p.m., and meals are a time to sit together and talk.

Eating

Most meals are eaten using a knife, fork, and/or spoon, though it is acceptable to use your hands for certain foods. If you would like more food, it's best to accept the first offer or politely ask, "May I please have some more?" Avoid double-dipping once food has touched your mouth, do not dip it again. When you need something, kindly ask for it 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. Keep open communication with your family and share any challenges or needs you may have, they're there to support you

Bedroom

Students are responsible for keeping their bedroom tidy and washing their bedding as needed. Host parents are not expected to clean the student's room.

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

To improve your English, practicing regularly is essential. Your homestay provides a great opportunity to practice English daily. Your host family can help you learn how English is used in everyday conversations and explain anything you find confusing.

Cultural Exchange

Families often choose to host international students as a means of cultural exchange. They are typically eager to learn about the student's home country and traditions.

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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.

Spanish Families

Spanish families come in many different forms, and there isn't just one "typical" family structure. Some host families have children, while others don't. They may be couples, single parents, older adults, or grandparents. Although Spain is generally less multicultural than some other countries, especially outside big cities, you can still find families with diverse backgrounds, particularly in larger urban areas. What they all have in common is a strong sense of hospitality and the importance of family life.

Spanish Houses

In Spain, most families live in apartments, townhouses, or occasionally in houses with private yards.

Transportation

Your host family may kindly offer to drive you to certain places, but this is a courtesy, not an obligation. Their main responsibility is transportation to school and school-related activities. Please arrange any trips for extracurricular activities, like going to the mall or out with friends, in advance.

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When you arrive in Spain

These are some questions you may ask your host family.

- Where can I store my suitcase?
- Should I remove my shoes before entering the house?
- 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?

Meeting your host family may feel strange at first. Relax, learn their names, and ask about their interests as you all adjust during the first few days.

Because of the time difference with your home country, you might stay up late to study, email, or call your family. It's normal to be awake while your host family is asleep, but please be quiet and check that your activities don't disturb their sleep.



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Bathroom

- Can you show me how to operate the shower / bath / shower / 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 bath towels?
- 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?

Transportation / My Neighborhood / My Community

- 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 printer?
- Can I use the kitchen electronics?
- 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. In Spain, it's common for family members to share household responsibilities, regardless of gender. Your host family will appreciate it if you offer to help with general chores, such as setting or clearing the table, washing dishes, or tidying the kitchen. Be sure to clean up the bathroom after each use and keep your personal belongings organized in your bedroom.

Religion

Your host family may or may not be religious, as many different faiths are practiced in Spain. Spaniards are free to choose their own form of spiritual expression. Some families attend church or religious services regularly, others only on holidays, and some do not practice religion at all.

It's important that you and your host family respect each other's religious beliefs. If you're invited to attend a worship service, you may choose to go or politely decline. You should never feel pressured to participate in any religious activity that makes you uncomfortable.



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Daily life in Spain Everyday Situations

Bathing

Most people in Spain take either a bath or a shower, and it's common for the bathroom to be shared with other members of the household. When the bathroom is not in use, the door is usually left open to indicate that it's available.

Spanish bathrooms typically include the toilet, sink, and shower or bathtub all in the same room. Any spills should be wiped up out of courtesy. Wet towels should be either hung to dry or placed in a laundry basket. You should ask your host family what they prefer.

While many Spaniards shower in the evening, morning showers are also common. To be respectful of others, students are encouraged to keep their showers to about 15 minutes.

Toilet

Only used toilet paper should be flushed down the toilet. Do not dispose of any other items in it. As a courtesy, men are expected to lower the toilet seat after use. If the toilet becomes dirty after you use it, please 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. Try to observe where things are stored in the kitchen and place items where you found them.



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Garbage and Recycling

Most Spanish families recycle paper, glass, plastic, and metal. Ask your host family about their recycling routine and which bins to use.

Privacy

Spaniards value privacy, but family life is typically close-knit and interactive. It's normal for someone to take time alone in their room with the door closed, but spending too much time alone may be seen as a sign of disinterest in connecting with the family. Being present and engaging in daily family life is an important part of building strong relationships in a Spanish household.

Pets

Many Spanish families have pets, such as dogs, cats, or birds, that live inside or outside the home. Pets are often considered part of the family and interact freely with household members. Ask your host family about their rules regarding pets, some may not allow pets in certain rooms, or may only let dogs outside when accompanied by a member of the family.

Going Out with Your Family

Your host family may invite you to join them for activities, outings, meals at restaurants, or even vacations. Before accepting, it's a good idea to talk with them about any potential costs. If you are unsure, it's okay to ask your host family about who will pay. If traveling, you may want to have your own money for restaurants. Some families may be able to cover your expenses, while others may not. If your host family does pay for you, be sure to thank them and show your appreciation.

Activities / Outings

Your host family will likely want to include you in activities so you can experience the Spanish lifestyle and culture firsthand. If they invite you to join them for an outing, event, or trip, it's always a good idea to ask in advance if there's anything you should bring—such as a jacket, swimwear, or walking shoes and whether you'll need to bring any money for entrance fees, meals, or other expenses. This shows respect and helps you be prepared while also making the experience more enjoyable for everyone.

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.



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Spanish Culture

Spanish culture may differ from your own, and that's part of the experience. Stay open, patient, and flexible.

In Spain, people value close relationships and strong family ties. It is common for children to live with their parents well into adulthood, and seniors often live with family members rather than alone. Open communication and emotional warmth are important in Spanish homes.

Equality

Respect for individual rights and equality is important. Men and women have equal standing in Spanish society. Status is not determined by sex, age, race or social rank. Equal respect is shown to all individuals.

Children and Seniors

Families are central to Spanish culture. Children often live at home longer, and elders are cared for and respected within the family structure.

Time

Punctuality can vary depending on the context. While it's important to be on time for school and official appointments, social events may have a more relaxed approach. Still, it is polite to let someone know if you will be late.

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Culture shock

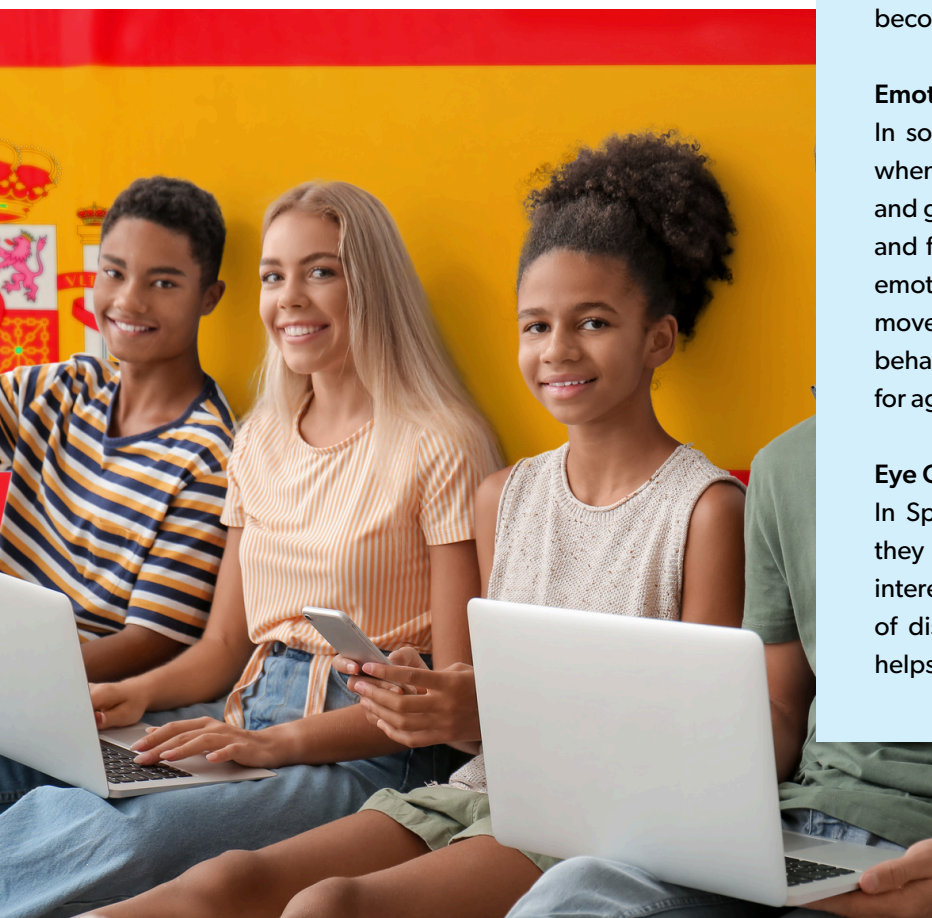
It's common for people living, studying, or working in a new culture to experience culture shock. This can sometimes influence how you feel about your host family or your new environment. If you find that culture shock is affecting your mood or behavior, it's important to talk openly with your host family so they can better understand what you're going through. Building new relationships takes time, patience, and communication. While adjusting to a new family and culture can be challenging at first, these feelings are temporary and with time, things will become easier and more comfortable.

Emotional and Neutral Expressions

In some cultures, people express their emotions openly when they communicate, using many facial expressions and gestures with their arms and hands to share their ideas and feelings. In other cultures, people tend to keep their emotions more reserved and use little to no body movement. It's important to remember that these different behaviors are usually cultural and should not be mistaken for aggression, anger, or lack of interest.

Eye Contact

In Spain, people expect you to make eye contact while they speak. It shows you're paying attention and interested. Avoiding eye contact might be seen as a sign of disinterest or discomfort, so keeping a friendly gaze helps build connection.



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Communication Across Cultures

Misunderstandings can happen when people from different cultures communicate due to cultural differences, language barriers, or varying meanings of gestures and body language. To avoid confusion, it's important to ask questions and clarify. It's perfectly fine to ask someone to repeat, rephrase, or speak more slowly to ensure you understand.

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Misunderstandings and problems

Life with a family can bring both wonderful and challenging moments. Every family experiences misunderstandings and problems, but most can be resolved through open communication. Global Bridge Associates is here to support students and host families with any issues they can't resolve on their own, offering advice and assistance when needed.

Types of Problems

Many problems arise from different expectations or needs, often caused by communication issues. Things like being late, curfews and food/meals can sometimes cause challenges. Misunderstanding words or behavior can create conflicts. It's important to discuss problems early, before they grow. Spanish host families expect and appreciate when students talk openly with them about any issues.

Communication

If you have a problem or misunderstanding with your host family, don't hesitate to share your feelings and needs with them. Open communication is important—your family can't understand what you're thinking if you don't say it. If you ever feel unable to talk with your family, remember that Global Bridge Associates is here to support and help you. You're not alone.

Support

If you have a problem with your host family, it's best to start by talking with them openly and honestly. If things don't improve or if you need help with translation, don't worry. Global Bridge Associates is here to support you every step of the way. You're not alone, and we're ready to help.

Harassment

If someone in your host family is disrespectful to you, your culture, or your religion, you have the right to say that you feel uncomfortable. If you don't feel comfortable speaking up or if the situation doesn't improve, contact Global Bridge Associates immediately for support and assistance.

To Change Your Accommodations

If you're thinking about leaving your homestay, it's important to talk to Global Bridge Associates first. There are many reasons for wanting a change, and different accommodation options available. Global Bridge Associates will guide you and help you find the best solution for your situation.

Moving to a Different Homestay

If you and Global Bridge Associates have decided that a different homestay would be a better fit, they will support you and help you move into the new host family. Sometimes, people simply aren't a good match, and a new environment can help you feel more comfortable and happy. We may help you feel more comfortable and happy.

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Student safety

Behavior Guidelines

There may be times when you feel unsure about behavior and what is culturally acceptable. One of our top priorities is ensuring your safety throughout your experience. This list will help you and your host family understand which actions and behaviors are socially acceptable and which are not when it comes to 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.
- Giving excessive or personal gifts or money.
- Private meals in intimate places.
- Any unwanted attention



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Modesty Guidelines:

- No nudity by student or Host family member
- 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 acceptable for any member of your host family or any other adult to approach or touch you in a sexual or suggestive way. Such behavior may be a crime, and Global Bridge Associates will fully cooperate with authorities to investigate and address any illegal activity. If anyone has tried to touch or speak to you inappropriately, you must contact Global Bridge Associates immediately at (833) INFOGBA or (833) 463-6422. Similarly, you should never initiate any sexual contact with any member of your host family.

Safety Precautions

Be cautious of any adult or person who tries to spend a lot of one-on-one time alone with you in situations that don't seem appropriate. For example, a neighbor who wants to take you to the movies by yourself, or an older "friend" from the gym who invites you to hang out one-on-one without any other family or friends around.

Texting & Social Media

It's really important to always know who you're talking to when you're texting or interacting on social media.

If an adult or even a peer contacts you too much, or says things that make you feel uncomfortable, you should reach out to Global Bridge Associates right away.

Also, be cautious if an adult (like a neighbor or a friend's parent) gives you:

- Lavish gifts
- Secret gifts
- Gifts that depend on you doing something (like getting good grades)

It's also not okay if an adult asks you to keep secrets or treats you like their confidant. Adults shouldn't confide in teenagers as if they were equals, and they definitely shouldn't expect you to keep any kind of secret for them.

Emergency

For emergencies outside business hours (9am -5 pm), Global Bridge Associates offers a 24/7 toll-free emergency answering service at 833-463-6422. Your safety and a rewarding year with your Host Family are our top priorities. Don't hesitate to reach out with any concerns. For emergencies in Spain, dial 112.



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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 the Program Rules and Code of Conduct prior to their arrival in the Spain. It is imperative to read our student code of conduct at: [Student Code of Conduct](#)

Additional Global Bridge Associates Program Guidelines

Global Bridge Associates students are expected to always follow these guidelines. A student should remember their responsibility as an international student and try their best to succeed in school, with their host family, and in their host community. Students should make an effort to connect with local students at their schools and with their host family, and make Spanish friends. When special occasions like holidays or birthdays come up, the student's main goal should be to spend that time with their host family.

We encourage students to manage their daily international communication (phone calls, emails, and digital interactions) with family and friends in their home country. It's also important for students to respect their host family's guidelines regarding internet and phone usage. Please be aware that if extensive communication with friends back home appears to be hindering a student's adjustment, a counseling plan may be introduced to support their acculturation process.

We expect Global Bridge Associates students to return home in the same physical condition they arrived in. This means students shouldn't get piercings or tattoos, or make any drastic changes to their appearance. Our goal at Global Bridge Associates is to support the intellectual and physical development of our homestay students. We also aim to enrich the lives of our host families and dormitories by creating a safe and comfortable environment where students, schools, and host families can live and learn together productively.

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Philosophy

At Global Bridge Associates, we're dedicated to making sure every student has a safe and comfortable learning and living experience. To ensure the success of our homestay program, it's essential that each student adheres to the Global Bridge Associates Student Code of Conduct.

General Behavior Guidelines

Global Bridge Associates expects its students to always conduct themselves in an exemplary manner. Students should avoid any behavior that peers, the community, their host family, school staff, or Global Bridge Associates personnel might consider inappropriate or unbecoming.

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At Global Bridge Associates, we expect our students to strive for success through honest effort and proper conduct at all times. As a participant in our program, you're bound by our Student Code of Conduct for the entire duration of your stay. This means you're responsible for your actions and expected to demonstrate the behaviors and practices outlined in the Code all the time.

We believe that engaging in any immoral or illegal activities such as theft, cheating, plagiarism, deceit, neglect, dishonesty, apathy, or inappropriate behavior undermines the foundation of any community, especially our Global Bridge Associates family.

It's crucial for every student to show respect for the rights and safety of others in their school and host family environment. You must refrain from any actions that would prevent others from having a safe and respectful living environment. Any activity or behavior considered a threat to the health and safety of students is strictly prohibited.

Discipline Guidelines and Procedures

Global Bridge Associates expects its students to always conduct themselves appropriately. Keep in mind that any violation of the Standard Code of Conduct or other policies will lead to prompt, and often serious, disciplinary actions. It's important to understand that the examples and lists within this Code are not exhaustive; they simply represent the kinds of behaviors or situations that could be considered a violation.

Violation Warnings

We'll issue a student violation warning when a student's actions are potentially disruptive or dangerous to others in their school or homestay, as determined by Global Bridge Associates, or if they violate any part of the Code of Conduct.

Once a warning is issued, we'll document the details of the incident in the student's Global Bridge Associates file, and their parents will be promptly notified. This includes behaviors or actions that:

- Pose a threat of danger or injury to themselves, others in the community, the school, or the homestay.
- May be considered disrespectful by others in the community, the school, or the homestay.

A Global Bridge Associates student has a responsibility to actively learn and understand what constitutes disrespectful behavior within their homestay. They must ensure their actions and behavior are always within the acceptable boundaries of interacting with others.

Examples that warrant a Student Warning

- Leaving your host family's home without their prior permission.
- Disobeying curfew as established by law or your host family.
- Speaking with hostility toward anyone, at any time, in any place.
- Displaying intolerance towards another individual's religion or culture, at any time, in any place.
- Distributing or posting unapproved materials on the school campus, at home via the internet, or through other electronic communication channels.
- Engaging in bullying or harassment of any kind.
- Participating in illegal activities or breaking local laws.
- Bringing unauthorized guests into your host family's home.

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- The use, sale, purchase, distribution, or possession of tobacco products, or electronic cigarettes at any place at any time.
- 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.
- Willful disobedience of 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 teachers, or administrations, members of the Host Family, or Global Bridge Associates staff or management, to constitute conduct that is unbecoming.

Dismissal

Dismissal from the Global Bridge Associates program means a student's permanent removal from their homestay. This serious decision rests solely with Global Bridge Associates and its Legal Counsel, and it is final, with no option for appeal or negotiation.

Should a student be dismissed, they may forfeit their right to receive any reimbursement for homestay tuition or fees. Once a student is dismissed, we'll thoroughly document the circumstances that led to this action in their Global Bridge Associates file, and their parents will be promptly informed 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.

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- 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.
- Committing assault, battery, or any threat of force or violence directed towards anyone or any group of individuals, at any place at any time.
- 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 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, we want you to know that Global Bridge Associates we would be contacted in the event of any disciplinary action. This means that Global Bridge Associates and your school will partner together when any actions need to be taken. Actions taken by the school regarding discipline could result in similar actions from Global Bridge Associates, and vice versa

It's crucial to understand that if a Global Bridge Associates student is expelled from their school, it automatically leads to their dismissal from our program. Because of our close relationship with the schools, we'll be aware of such a situation. Upon expulsion, we'll need to immediately advise your parents so they can make arrangements. You'll also be required to vacate your homestay within seventy-two (72) hours of your last day of school attendance. Additionally, please be aware that expulsion from school may result in the revocation of your I-20, and no homestay refund will be issued.

Acknowledgment of the Standard Code of Conduct

All Global Bridge Associates students need to review the Standard Code of Conduct and sign the accompanying Acknowledgment form. When a student signs this form, it means they understand the Code and agree to follow its guidelines. Global Bridge Associates will then email the signed Code of Conduct to the student's parents.

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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 21 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

Consume, use or be under the influence of tobacco products if under 18 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

If a Global Bridge Associates student has prescription drugs or medications, they must have a copy of the written prescription signed by a licensed medical doctor. This prescription needs to be presented to the Host Family.

Communication

We encourage Global Bridge Associates students to keep in touch with their families and friends regularly. However, it's important that this communication doesn't interfere with your academic schedule. We want you to stay connected, but your studies are also important.

Lack of Cooperation

It's essential that Global Bridge Associates students cooperate fully with their Host Family, our staff, and administration, and adhere to the policies and procedures outlined in this Code. A lack of cooperation will be interpreted as a lack of genuine commitment to the Global Bridge Associates program.

Curfew

Global Bridge Associates students must always adhere to the curfew set by their Host Family. If you're going to be home later than usual for any reason, it's crucial to notify your Host Family in advance. This is because your Host Family cares about your safety and well-being, and they need to know you're safe.

Disorderly Conduct

Disorderly conduct like excessive noise, rowdiness, or any other disruptive behavior is unacceptable and can lead to disciplinary action. If such conduct results in damage to property, the student and their parents will be required to reimburse the Host Family.

Destruction and Damage to Property

Global Bridge Associates students are expected to respect the property of their host family and fellow students. This means you should use their belongings carefully and only when you have permission.

If a student negligently or intentionally damages or destroys someone else's property, they and their parents will be held responsible for the full cost of repair or replacement.

To ensure everyone's property is respected, please follow these guidelines:

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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.
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.
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.
 - Searching, viewing, and/or distributing profane, violent, or sexually explicit material on any electronic device or platform.
 - Copying, saving, or distributing the intellectual property of another (i.e. copyright, trademark), including the unauthorized download of music, video, or other electronic content.
 - Intentionally circumventing system protection, hardware, software or engaging in activities that may be construed as such.
 - Knowingly causing system failure, degraded performance and/or proliferating computer viruses.
 - Using electronic devices or resources for the duplication, installation, alteration, and/or destruction of data, programs, software, or other electronic content.
 - 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.
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 students are 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

At Global Bridge Associates, a core goal is to foster a safe and comfortable environment where students, schools, and host families can live and learn productively together. Because of this, any form of hate-motivated behavior or action, harassment, hazing, bullying, cyberbullying, or discrimination is unacceptable and strictly prohibited. This includes, but isn't limited to, actions based on race, ethnic background, gender, religion, class, age, sexual orientation, or disability.

We take all allegations of such conduct seriously and will review and investigate them promptly, confidentially, and thoroughly. Behavior that violates this policy will not be tolerated and may lead to disciplinary action, including dismissal from the Global Bridge Associates program.

Hate Incidents

Every member of the Global Bridge Associates community deserves to be free from discrimination and harassment, no matter their race, ethnic background, gender, religion, class, age, sexual orientation, or disability. To create a safe and comfortable environment for our students, schools, and host families, Global Bridge Associates is dedicated to both preventing and responding to hate-motivated incidents.

Harassment

Harassment is unacceptable and includes creating a hostile or intimidating environment for someone, or any behavior that interferes with their educational experience. This Code prohibits all forms of harassment, including, but not limited to, verbal, written, physical, visual, and sexual harassment.

Bullying

Bullying is defined as the repeated and intentional harassment, intimidation, tormenting, humiliation, terrorizing, oppression, or threatening of an individual, whether directly or indirectly. Our Code specifically prohibits all forms of bullying, including cyberbullying, which involves the use of electronic devices or the internet.

Allergies/Medical Conditions

Global Bridge Associates students must inform Global Bridge Associates, their host family, and their school about any environmental allergies, medication allergies, or medical conditions. This includes, but isn't limited to, physical limitations, chronic illnesses, and mental health conditions.

Relationships and Dating

Students participating in Global Bridge Associates are welcome to date, but it's crucial to avoid unhealthy or inappropriate activities. This means no obsessive togetherness, inappropriate touching, provocative dressing, or any conduct that makes your peers or host family uncomfortable.

When you're with a partner, please ensure you stay in public areas. For any other locations, you must get prior permission from your host family.

Transportation

As outlined in the Driving section, Global Bridge Associates students are strictly prohibited from driving any automobile or motorized vehicle at any time, regardless of their age. Students may, however, ride as a passenger in a car driven by their Host Family, or in a school bus or carpool arranged by their Host Family.

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Hitchhiking

Hitchhiking is strictly prohibited for all Global Bridge Associates students. Violating this policy will not be tolerated and will result in disciplinary action, up to and including dismissal from the program.

Public Transportation

Global Bridge Associates students can use public transportation like buses, taxicabs, subways, or trains, but only with prior permission from their Host Family.

Travel

Global Bridge Associates' travel policies are in place to ensure your safety as a student. Violating these policies won't be tolerated and will result in disciplinary action, potentially leading to dismissal from the program.

Planning for Traveling and Activities

If a Global Bridge Associates student plans to travel or participate in an activity outside of school, they must consult with both their parents and host family before making any arrangements.

Here are the 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.
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.

Student must travel with an adult over the Age of 25

If a Global Bridge Associates student travels within Spain or outside the country, they must be accompanied by an adult aged 25 or older, whose parents are fully aware of the travel plans. Additionally, parents must send written permission using the permission form Global Bridge Associates provides.

- At least four (4) weeks prior to the desired date of travel, the student must consult with their Host Family, their family back home and Global Bridge Associates.

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- The Host Family will help to ensure that all necessary procedures are followed to facilitate the proper forms are submitted to a representative of Global Bridge Associates
- If you'd like, your Host Family can help you arrange air travel. Either way, you must consult with them about your flight times so they can arrange your airport transportation in advance airport transportation may be arranged in advance.
- The student's natural parents must complete and sign a permission form for travel within the Spain 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:
 1. The form must be filled out and signed by natural parents.
 2. A copy of the natural parents' ID cards must be uploaded onto the form.
 3. A copy of the ID (identification) of the person(s) whom the student is visiting must be provided.
 4. A copy of the ID of the person(s) whom the student is visiting must be provided.
 5. A working phone number where the student may be reached during travel must be provided to the Host Family.

The permission form you sign releases Global Bridge Associates from any and all liability while the student is traveling.

Elastic Clause

Global Bridge Associates staff and management always reserve the right to issue disciplinary measures for actions not specifically listed in this document, and to adjust any disciplinary actions as they deem necessary.

No Conflict

In case there's any difference between the English version of this Code and a version in another language, the English version is the one that counts.



HOMESTAY STUDENT HANDBOOK

Thank you for reviewing the Global Bridge Associates Student Handbook.

We are incredibly grateful to have you as part of our student community and are excited to support you on this enriching journey. We believe that by working together and upholding these guidelines, you'll have an unforgettable and successful experience in Spain.

