



# **Mansfield High School**

Foreign Exchange Student Application Packet

2500 Hwy 71 South

Mansfield, AR 72944

The following policy was adopted by the Mansfield School Board on June 20, 2016:

## **ADMISSION OF FOREIGN EXCHANGE AND NON-IMMIGRANT FOREIGN STUDENTS**

Foreign exchange students carry a J-1 visa and are “adolescent cultural exchange visitors” and may request admission to Mansfield High School. Students must have demonstrated proficiency in the English language. Their stay in the United States is limited to one year and a federally approved exchange program must sponsor them. Foreign exchange students must complete their placement during one MHS school year. They will not be permitted to overlap their exchange from one school year to the next.

Foreign exchange students have special regulations regarding working while they are in the United States. Violation of these regulations can result in the student being deported and severe financial penalties for employers.

MHS will coordinate all foreign exchange student programs and the exchange program placements at MHS. The MHS guidance counselor will serve as the designated liaison for foreign exchange students attending MHS.

### **CRITERIA FOR ACCEPTANCE AND PLACEMENT OF FOREIGN EXCHANGE STUDENTS AT MHS**

Foreign exchange programs will be expected to comply with the U.S. Department of State regulations for exchange visitor programs 22 CFR 62. The local area representative of foreign exchange programs, host families, and exchange students must agree to register with and provide necessary data to MHS, and abide by all MHS and Mansfield School District policies and procedures.

All foreign exchange students and families will be required to sign an agreement with MHS stating that they will abide with school policies contained in the Mansfield High School Student Handbook.

All foreign exchange students and / or their host families must provide proof of required immunizations as required by Arkansas law and as listed in the MHS student handbook. All foreign exchange students admitted to MHS must consent to random drug testing as outlined in the MHS student handbook.

Foreign exchange students will be admitted in grade 11 only. Grade 11 is the preferred placement as the standard curriculum sequence provides the maximum exposure to United States history and American literature at this grade level. Foreign exchange students who have completed the 11<sup>th</sup> grade and / or the 12<sup>th</sup> grade in their home countries may not be admitted to MHS. Families and / or sponsors of foreign exchange students applying for admission must produce required documentation for each applicant for admission consideration and / or placement on the admission waiting list.

Foreign exchange students should not come to MHS with the expectation of graduating as they are primarily here for a cultural exchange. All foreign exchange students will not be included in class rankings. Foreign exchange students are eligible to receive local academic and extracurricular awards and honors and may participate in extracurricular sports, clubs, organizations, and activities provided they meet the same eligibility criteria as set forth by the Arkansas Activities Association, the Mansfield school board, and any other applicable state governing authority as required by all students at MHS.

### **PROCESS AND TIME LINES**

MHS, in conjunction with the superintendent of schools, will determine whether it will accept foreign exchange students and how many will be accepted each year. In no school year will the number of foreign exchange students exceed 5% of the school's total enrollment in grade 11. Agency requests for foreign exchange student enrollment, as documented by the host family application for the upcoming school year must be made no later than July 1 preceding the upcoming school year.

Admission and placement at MHS is on a first-come basis of qualified applicants. A waiting list will be maintained of students who were not initially admitted to MHS and will be listed in the order of the date of their applications. A space will be offered to the first application on the waiting list if the original host family withdraws their application after the student has been admitted to MHS.

Foreign exchange students will be dropped from MHS 10 days after enrollment if the student fails to show for school. In such case, the student will be dropped and the next student on the waiting list will be offered the enrollment slot. The MHS administration has the final authority in determining the admission status of an individual foreign exchange student and / or host family.

# Mansfield Public Schools

## FOREIGN EXCHANGE STUDENT APPLICATION

### Foreign Exchange Student Sponsor Application

I, \_\_\_\_\_ herewith certify that the organization I represent, \_\_\_\_\_ will comply with the regulations as set forth in the Foreign Exchange Student Application Packet for as long as my organization wishes to place foreign students at Mansfield High School. I understand that failure to comply will result in my organization being deleted from Mansfield High School's list of approved organizations. I understand further that failure to comply with the preceding regulations will mean the student, who is my responsibility, will not be accepted.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward this completed application packet to:

Tracey Sadoski  
Counselor  
Mansfield High School  
2500 Highway 71 S  
Mansfield, AR 72944  
Office: (479) 928-1104  
Fax: (479) 928-1108

DEADLINE: July 1st

# Mansfield Public Schools

## FOREIGN EXCHANGE STUDENT DATA SHEET

Student Name: \_\_\_\_\_ Country: \_\_\_\_\_

Last Grade Completed in Home Country: \_\_\_\_\_

Organization: \_\_\_\_\_ Host Family: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Regional/National Rep.: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# Mansfield Public Schools

## FOREIGN EXCHANGE STUDENT CHECKLIST

Start Date: Fall 20\_\_

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Country: \_\_\_\_\_

Program: \_\_\_\_\_

Local Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Host Family: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please attach the following items:

- o High School Transcript (English Translation including # hrs./week)
- o High School Discipline Records (English translation)
- o Health/Immunization Records (English translation)
- o Student written biography: write about self, siblings, parents, & family.

I have read and understand Mansfield School District's Foreign Exchange Student Policy that accompanies this packet.

Organization Coordinator Signature: \_\_\_\_\_

For office use only:

Date Received: \_\_\_\_\_ Accepted: \_\_\_\_\_ Denied: \_\_\_\_\_ Waiting List Date: \_\_\_\_\_

Final Approval of Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Final Approval of Principal: \_\_\_\_\_ Date: \_\_\_\_\_