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COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

**BOARD OF EDUCATION
PUBLIC SCHOOL SYSTEM
P.O. BOX 1370 CK
SAIPAN, MP 96950**

TEL: 322-9311/9827/9457



PUBLIC NOTICE

Proposed Adoption of Public School System Policies

CHAIRMAN
Juan B. Tudela

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Barry H. Torres - Student Rep.

COMMISSIONER OF EDUCATION

Henry I. Sablan

The Board of Education of the Northern Mariana Islands, in accordance with Public Law 6-10, is proposing to adopt school policies:

The proposed rules and regulations include the following subject areas:

1. Housing Policy
2. Graduation Policy
3. Drug-Free Policy
4. PSPS Rules & Regulations Amendment

Copies of the proposed regulations may be reviewed by contacting Elizabeth D. Rechebei, BOE Special Assistant, Public School System, Lower Base, Saipan, MP 96950.

Anyone interested in commenting on the proposed policies may do so by submitting comments in writing to the Chairman, Board of Education, P.O. Box 1370, Saipan, MP 96950, within thirty (30) days from the date this notice is published in the Commonwealth Register.

8/8/89

Date

Juan B. Tudela, Chairman, Board of Education

NUTISIAN PUPBLIKU

I Manmaprupoponi siha na Planon Minaneha gi Sis'eman Eskuelan Pupbliku

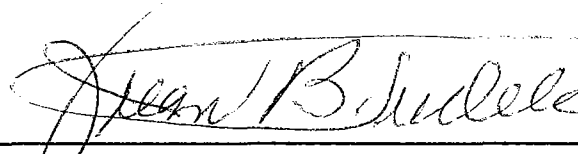
Sigon gi Attekulu XV gi Konstitusion i Sangkattan siha na Islan Mariana yan i Lai Pupbliku Nuntiru 6-10, i Commonwealth of the Northern Mariana Islands Board of Education ginen este na nutisia ha prupoponi muna'guaha Planon Minaneha, Areklamento yan Regulasion gi sigente siha na suhetu:

1. Acklamento put man naen Guma
2. Areklamento Put Graduasion
3. Areklamenton Chinandan Mausan Amot, Peddoras yan Atkohot
4. PSPS Admendosion Areklamento Yan Regulasion

Kopian i manmaprupoponi siha na regulasion sina manmachule' gi ufisinan i Public School System Board of Education, Lower Base, Saipan, MP 96950. Regulasion siha nui i manmatugi sina ufan manafanhanao i Post Office gi halom sobri ni mamatka, Attention: Board of Education, P.O. Box 1370 CK, Saipan, MP 96950, gi halom trenta (30) dias despues di i fecha ni mapublika este na nutisia gi halom i Rehistran Commonwealth.

8 / 15 / 89

Fecha



Juan B. Tudela
Chairman, Board of Education

AMM WOGHUTUL ALLEGHUL PUBLIC SCHOOL SYSTEM

Sangi Owtol XV iwe lloil appilughulughul Northern Mariana Islands me allegh ye 6-10, nge Boad of Education kka lloil Northern Marianas, Commonwealth, ekke ffeer bwe ebwe arongaawow alleghul mwoghutughutul mikikka e tattaletiw:

1. Allighul Iimw
2. Allighil Akkateeta (Graduation)
3. Alleghul Drug-Free
4. Ssiwelil mwoghutughutul Alleghul PSPS

Kopiyaal allegh kkaal emmwel schagh ubwe tingor me bwulaasiyool Public School System Board of Education, Lower Base, Saipan, MP 96950.

Ngare eghal yoor tipomw reel allegh kka aa ffeer iisch ngaliir Board of Education ngare afanga lloil post, nge ubwe ikkaisul, Attention: Board of Educaton, P.O. Box 1370, Saipan, MP 96950, eliigh (30) ral sangil ral ye e toowow arongorong yeel melloil Commonwealth Register.

8/15/89

Maram, ral, raagh

Juan B. Tudela

Mr. Juan B. Tudela
Chairman-il Board of Education

Proposed **Graduation Policy**

1

A. Graduation Requirements

Elementary Level

A minimum of 10 credits will be required for graduation from the 8th grade. Subject areas are as follows: English (2), Math (2), Social Studies (2), Science (2), Voc. Ed. (1) and PE (1).

High School Level

Academic:

A minimum of 21 credits will be required for graduation from the 12th grade. Subject areas are: English (4), Soc. studies (3), Math (3), Science (3), PE (2), electives (7).

Marianas History, basic algebra and general science or biology are among the required courses.

Vocational:

A minimum of 21 credits will be required for graduation from the 12 grade in the vocational track. Subject areas are: English (4), Soc. Studies (2), Math (3), Science (2), PE (2), Voc. Areas (8) and Electives (1).

Required courses are Marianas History, General Science or Biology and 4 years of English. 8 credits of vocational courses would be in the areas of construction, business, mechanics, home economics, agriculture, cabinet making and electrical trades or electronics.

B. Graduation Ceremonies

Graduation Ceremonies will be conducted after completion of all requirements for:

1. Headstart Program
2. 8th Grade
3. 12 Grade

Special award days may be held to honor and recognize students who meet exit requirements for Kindergarten, 7th grade, 9th grade and any other grades as needed.

C. Graduation Awards

Graduation awards shall be limited to the following:

1. High School

a. PSS Highest Achievers' Award

This award goes to the Valedictorian and the Salutatorian who meet the following criteria:

1. Student enrolled in the same high school for 4 years.
2. Student achieved high grade point averages in all the required courses for graduation as computed in percentages.
3. Student never took a remedial course or repeated a course.

The PSS Highest Achievers' Awards recipients shall deliver the valedictory and salutatory speeches.

b. Top Ten

These 10 awards include the two PSS Highest Achievers' and the next 8 students with the highest grade point averages as computed in percentage and who meet the required 4 years attendance in the respective high school. Students who are in the top ten never took remedial courses or repeated any course.

The following advance courses must be considered in computing the gpas for the top ten awards. Math: advance math/pre-calculus, geometry, trigonometry/algebra II, calculus and linear algebra. Science: physics, chemistry and physical/chemical science. Social Studies: U.S. Govt, psychology and sociology. English: literature.

c. Honorable Mention

Students who maintained high grade point averages but have not met the school attendance requirement of 4 years shall be accorded honorable mention during the graduation ceremony awards may be presented as appropriate.

d. Presidential Academic Fitness Awards (PAFA)

These awards shall be presented based on the requirements as stipulated in the PAFA.

e. Departmental Awards

Departmental awards shall be presented to the two highest achievers for each academic department and the highest in each vocational education department in terms of grade point average as computed in percentage.

g. Outstanding Female Graduate (DFEGRA)

This award shall be presented to a graduating student based on the criteria established by the Office of Womens' Affairs, the school principals, teachers and counselors.

h. School Leadership Award

This award shall be given to a graduating student who exhibits the highest leadership qualities in the student council as determined by the Principal, Counselor and teaching staff.

i. Parents/Teachers Association Awards

These awards shall be presented to graduating students who meet the criteria established by the PTA.

j. Governor's Award

This award shall be given to a graduating student who exhibits the highest leadership qualities in the student council and in the community as determined by the Principal, Counselor and teaching staff.

2. 8th Grade Awards

a. Valedictorian and Salutatorian awards

These awards go to the two highest grade point average holders as computed in percentage. These students must be enrolled in the respective school in the 7th and 8th grade.

b. Top Ten

These awards are for the valedictorian, salutatorian and the next 8 highest gpa holders. Students in the top ten must be enrolled in their respective schools during the 7th and 8th grade. Students must not have taken any remedial course nor repeated any course.

c. PAFA

These awards are determined by the PAFA requirements.

d. Subject Awards

Students who maintained a high grade point average in the respective subject areas as computed in percentage for the last two years, 7th and 8th grades.

e. School Leadership Award

A leadership award shall be presented to the student who exhibits leadership qualities as determined by the Principal, counselor and teaching staff.

f. Honorable Mention

This recognition shall be given to those students who maintained a high gpa but who did not attend the respective school for more than a year during either the 7th or the 8th grade.

POLICY ON DRUGS AND ALCOHOL AND SMOKING

PHILOSOPHY

The CNMI Board of Education recognizes that student use of drugs and or alcohol is a growing problem of utmost concern in our schools, home and community. The use of such substances often leads to chemical dependency which is an illness. Chemical dependency is a life threatening illness that affects individuals in all areas of their lives: intellectual, emotional, social, physical and spiritual. Drugs and alcohol use is detrimental to a state of well-being and undermines the aim of education which is to enable individuals to develop to their full potential. The Public School System seeks to ensure a high standard of learning in the classroom and recognizes that use of drugs and alcohol, interferes with the learning environment.

Therefore, it is the policy of the CNMI Public School System to prevent and prohibit the possession, use, sale, distribution and or intent to distribute any illegal or controlled mood-altering chemical, medication or abused chemical or alcohol or other intoxicants on school property, at school-sponsored events and on school buses. Individuals under the school-sponsored events and on school buses shall be in violation of this policy.

The Commonwealth of the Northern Mariana Islands Board of Education also recognizes the risk to health and safety posed by smoking.

Therefore, it is the policy of the Commonwealth of the Northern Mariana Islands Board of Education to prohibit smoking on school property and on school buses at all times.

The Public School System will provide a comprehensive program which presents information and activities to encourage students to abstain from the use of drugs and alcohol; creates a caring, nurturing environment in which clear institutional limits are set; and establishes an appropriate intervention program for students at risk. The success of this comprehensive program depends upon mutual involvement and cooperative relationships among parents, community, law enforcement and the schools.

1. School Personnel Responsibilities:

The goal will be to create a positive environment which enhances student self-esteem. The Public School System recognizes and affirms that "what children learn and what they become depend largely upon how they feel about themselves." Therefore, the CNMI Board of Education accepts the dual responsibility of establishing discipline policies and procedures in relation to student drug and alcohol use/abuse and assisting in the development of other alternatives for helping students and their families through education, prevention and intervention.

2. Parental and Community Involvement:

Every effort will be made to conduct two seminars per year for parents at each school site. The seminars may include the following components: Signs and symptoms of alcohol and drugs; adolescent development as affected by alcohol and drugs; explanation of school policy and program.

The Public School System will network with the community to create an awareness for prevention and will cooperate in programs that have demonstrated effectiveness in prevention. Memos of agreement for working together will be developed and in place prior to program implementation.

3. Prevention Curriculum K - 12:

The CNMI Board of Education will mandate alcohol and drug prevention education in grades K - 12. The purpose of the Alcohol and Drug Prevention Curriculum of CNMI is to make students knowledgeable about the damages of substance abuse, and promote non-use of chemical substances including alcohol, develop personal responsibility for health and wellness, and encourage healthy lifestyle choices. The CNMI Public School System commits itself in educating our children about the harmful effects of alcohol abuse and the positive ways of creating an overall healthy lifestyles, offering positive alternatives to drug use, including physical and emotional well-being from K - 12.

The Alcohol and Drug Prevention Curriculum is comprehensive and sequenced, integrated into the Science/Health Program K - 12.

Classroom instruction will assist students, including those with special needs and limited English language proficiency, in making the decision not to use drugs, including alcohol. The content includes comprehensive approach to health with emphasis on appreciation of self, mind and body and

responsibility for personal wellness; current and accurate information about drugs and alcohol and their effects on the body; skill development in setting goals - self improvement, managing stress, coping with change, understanding and expressing feelings, communication - relationship skills, dealing with peer and media pressure, consumer awareness, critical thinking and problem solving; and activities which enhance self esteem.

4. Intervention:

An early intervention program designed to identify and assist students at risk will be established and maintained in all schools. The primary goal of such a program shall be to eliminate alcohol and drug use by students. The observation of behaviors known to be associated with alcohol and drugs will be used as indicators in this program which will seek to identify and assist students where substance use places them at risk and who could benefit from education, counseling and support; to identify and assist these students experiencing stress as a result of someone else's use/dependency; to identify and refer those students who are chemically dependent. Confidentiality is essential to maintain trust and must be ensured in this process of assisting students.

5. Drug and Alcohol Abuse Policy:
School Discipline and Enforcement:

A. SALE, USE, POSSESSION, OR VIOLATION LAW

A.(1) No student, teacher, staff, or other school personnel shall sell, distribute, use or have possession of, or be under the influence of, any of the controlled substances prohibited by law, alcoholic beverages, or intoxicants of any kind, or shall commit any violation of the laws relative to controlled substances, alcoholic beverages or intoxicants, (a) while on school grounds, (b) while going to or coming from school, (c) during the lunch period, whether on or off campus, and (d) during or while going to or coming from, a school sponsored activity.

A.(2) Students under medication prescribed by doctors shall observe the following:

- (a) No internal medication shall be administered by any person on himself, or by any school personnel except as prescribed by a doctor.
- (b) Dangerous and narcotic drugs which a student has on prescription and carries on to school property for ingestion as prescribed by a doctor and is exempt by law must be in their original containers and kept in the nurse's or principal's office whichever provides greater security.

B. DETECTION AND REPORTING OF STUDENTS

- B.(1) Whenever any teacher, other school staff member, or student has reason to believe that a student may be under influence of any controlled substances or alcohol, he shall immediately notify the principal, and the principal, if in agreement, shall notify the parents, and after a hearing suspend the student, and see that the student is removed from the school.
- B.(2) If the parents or the student's doctor cannot or will not come to the school, the principal is authorized to call an ambulance and to remove the student to a hospital in cases where the student is under the influence of any of the controlled substances or alcohol, and the parents will be notified of this action and shall be responsible for incurred expenses.
- B.(3) In every case of violation of drug law, the law enforcement agency shall be notified.

C. ACTION AND PENALTIES FOR VIOLATION OF THIS POLICY BY STUDENT

- C.(1) Any student who violates this policy shall be subject to mandatory counseling, within school suspension, suspension, expulsion or other appropriate action.
- C.(2) No penalty shall be imposed upon a student for violation of this policy without first giving him or her the right to be heard.

D. ACTION AND PENALTIES FOR VIOLATION OF THIS POLICY BY CLASSROOM TEACHERS, STAFF OR OTHER SCHOOL PERSONNEL:

D.(1) Any teacher, staff member or other school personnel who violates this policy shall be subject to adverse action under the applicable Personnel Rules and Regulations. Personnel Policies on Alcoholism and Problem Drinking may also be applied.

D.(2) Possession and use of illegal drugs and other controlled substances by a teacher, staff and other school personnel shall be referred to the Law Enforcement Agency.

6. Faculty and Staff Training:

All school personnel and staff will be accorded inservice training in prevention strategies.

Teaching staff will be accorded inservice training in curricula designed to assist students in becoming knowledgeable about the damages of substance abuse, and promote non-use of chemical substances including alcohol, develop personal responsibility for health and wellness and healthy lifestyle choices.

7. Communication Guidelines of Policies and Procedures:

The Public School System Drug Policies and Procedures will be communicated to school personnel, students, parents and community through PTA meetings, Media, and Student Conference. These Policies and Procedures will be in written form as in a Handbook as well as verbal medium.

8. Evaluation and Revision:

The Drug Free Policies and Programs should be reviewed periodically for their effectiveness. If the program is not working, it must be changed. The CNMI School Board, Schools, Parents, Educators and community groups and agencies should work together to monitor the success of school drug and alcohol prevention programs.

The methods to measure the success of policies and procedures are statistical analysis and various surveys such as student surveys, teacher, administrator and community surveys.

The results of such statistics and surveys over a two or three year period should help to indicate whether the

school's policies and procedures are having the desired effect upon the students. The findings and recommendations will be made for the purpose of making plans for program improvement.

9. Smoking Policy:

A. NO SMOKING POLICY

A.(1) No student, teacher, staff, other school personnel, or visitor shall smoke while on school property or grounds or while on school buses.

B. LIMITED EXCEPTION

B.(1) As a limited exception to the No Smoking Policy teachers, staff, other school personnel and visitors may smoke in those rooms which have been designated by the Principal or Commissioner of Education as smoking areas. Students shall not be allowed in rooms which have been so designated.

C. PENALTIES FOR VIOLATION

C.(1) Students who violate this policy shall be subject to discipline. Teachers, staff, and other personnel who violate this policy shall be subject to adverse action under the applicable Personnel Rules and Regulations.

**CNMI Board of Education
Public School System**

Proposed Housing Policy

I. Authority

Pursuant to the Public Law 6-10, Section 1522(b), the Board of Education adopts a housing benefits policy applicable to all employees of the Public School System. Housing benefits included either leased furnished quarters, paid housing allowance, or furnished government-owned quarters. All contract and agreement forms, procedures and guidelines relating to this policy shall be consistent with all applicable laws, regulations and policies.

It is the policy of the Board of Education to phase out housing benefits for all employees with the exception of hard-to-fill positions which shall be determined by the Commissioner of Education.

II. Employee Eligibility for Housing Benefits

Only those full-time employees of the Public School System whose contracts provide for a housing benefit and who meet the following criteria shall be eligible for housing benefits:

1. Employees who are recruited from outside the CNMI; however, in no case shall such benefits extend beyond a total of two years with the exception of hard-to-fill positions.
2. Employees who are residents of the CNMI and who are assigned to a duty station other than their home island or residence, defined as the Senatorial District where the employee is registered to vote; however, in no case shall such benefits extend beyond a total of two years, except for hard-to-fill positions as determined by the Commissioner of Education.

3. Any PSS employee who on the same island as his/her duty station, owns a home or residence, or whose spouse owns a home or residence, or who holds title in a lease longer than 10 years in a home or residence, or is purchasing a home or residence is not entitled to housing benefits.

III. Extent of Benefits

Housing quarters or the maximum allowance shall be assigned on the basis of family size as stipulated herein:

<u>Size of Family</u>	<u>Allowance Rate</u>
Employee alone	\$400 monthly
Employee w/ spouse	\$400 monthly
Employee w/ child	\$500 monthly
Employee w/spouse w/ child	\$500 monthly
Employee w/2 or more dependents	\$600 monthly

No employee shall be given the maximum allowance if the lease price is less; no employee shall be given more than the maximum allowance if the lease is more.

IV. PSS Responsibilities

PSS will fill all government-owned quarters prior to leasing any private quarters for its employees. PSS shall have the employee complete all required housing agreement forms prior to occupancy. Every effort shall be made to execute lease agreements on or about the actual occupancy date.

V. Employee Responsibilities

Any employee who receives housing benefits as a result of this policy shall enter into an agreement form which specifies the responsibilities of the employee in regards to occupancy, signed by the employee and the Commissioner of Education.

Amendment to **Public School Personnel System Rules and Regulations:**

Under **3203 TYPES OF APPOINTMENTS, Section C.** (Changes are underlined)

C. Non-Certified Appointment. A non-certified appointment is one in which the appointee is appointed for a period of not to exceed two (2) years. An employee serving a non-certified may serve in either a full-time or appointment must meet the minimum qualifications for the class of position to which appointed.