COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

CIVIC CENTER, SAIPAN, MARIANA ISLANDS

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Page 2458 to Page 2489

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Filed this 5th day of Leptember 19 83

Office of Registrar of Corporations Commonwealth of the Northern Mariang Islands

Public Notice

PROPOSED ADOPTION OF A FINANCIAL AID POLICY

The Board of Regents of the Northern Marianas, in accordance with Public Law 3-43, Section 203 (K), is proposing to adopt a financial aid policy.

The proposed policy includes the following subject areas:

- 1. Definitions
- 2. Purposes
- 3. Levels and Types of Assistance
- 4. Conditions and Limitations of Assistance
- 5. Administration of Loan Program
- 6. Financial and Procedures
- 7. Student Appeal Procedure

Copies of the proposed regulations may be obtained from Juan N. Babauta, Chairman of the Board of Regents, at CHPDA, 5th Floor, Nauru Building, Saipan, CM 96950.

The Board of Education is soliciting views, opinions, facts and data for or against the proposed financial aid policy from the general public.

Anyone interested in commenting on the proposed financial aid policy may do so by submitting comments in writing to the Chairman of the Board of Regents, P.O. Box 570, Saipan, CM 96950, within thirty (30) days from the date this notice is published in the Commonwealth Register.

CHAIRMAN, BOARD OF REGENTS

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NUTISIA PARA I PUPBLIKU

I MAPROPOPONI NA RIPARASION POT I REGULASION I FINANCIAL AID

Sigun gi Lain i Pupbliku numiru 3-43 seksiona 203 (K), i Board of Regents ha propoponi rumipasa i regualsion i financial aid.

l manmapropoponi siha na regulasion ha inklulusu i manatatte siha na arean suhet:

- 1) Hafa siha i sustansia
- 2) Hafa siha i rason
- 3) Hafa siha na klasen asistamento
- 4) Hafa siha i kondision yan manu chi-ña na asistamento
- 5) Administrasion gi Programan umayao salape'
- 6) Hafa siha para u fanmacho'que pot bandan financial aid
- 7) Hafa siha para u macho'gue ni para u ma'apela siha i estudiante

l kopian i manmapropoponi siha na regulasion siña manmachule' ginen as Siñot Juan N. Babauta, Chairman i Board of Regents, gi ufisinan i CHPDA, 5th Floor, Nauru Building, Saipan, CM 96950.

l Board of Education lokkue' ha solilisita opinion, fakto, yan enfotmasion siha para osino kontra i manmapropoponi siha na regulasion i financial aid ginen i pupbliku hinerat.

Todu ayu siha i manenteresao manmanlaknos rekomendasion pot i mapropoponi na tinilaika gi regulasion i <u>financial aid</u>, siña manmangge' guatu gi Chairman i Board of Regents, P.O. Box 570, Saipan, CM 96950, gi halom i trenta (30) dias desde i fecha ni mapupblika este na nutisia gi Commonwealth Register.

Fecha:

hairman, Board of Regents

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ARONGORONGOL TOWLAP

ALLEGH LLOL FINANCIAL AID

Board of Region mellol Northern Mariana Islands, sangi arongorong towlap ye 3-43 Section 203(k), e kke pomoli ebwe adoptaay allegh llol Financial Aid.

Pomol allegh kka rebwe adoptaay nge milikka e tattaletiw faal.

- 1. Aweewe reel Financial Aid.
- 2. Meeta buulul ebwe yoor.
- 3. Efaisul tappal alillis yeel.
- 4. Meeta kka emmwel me ese mmwel mellol alillis yeel.
- 5. Mwoghutughutul loan program.
- 6. Mwoghutughutul Financial Aid.
- 7. Mwoghutughutul ngare studiyanti ebwe kontraay Financial Aid (Student Appeal).

Koopiyaal mwoghutughutul allegh kkaal emwel u bwe lo bweigwogh me reel Juan N. Babauta, Chairman-nil Board of Education, me CHPDA, 5th Floor me Nauru Building, Saipan, CM 96950.

Board of Education e tottongor ngali ghaami mengemeng reel alleghul ngare ow afischi me ow abwuta kkapasal alleghul <u>Financial Aid</u> ye e toowow reer aramas towlap.

Le e tipeli bwe ebwe isiisilong meta mengemengil reel alleghul Financial Aid yeel emwel schagh ebwe feeru ngare e isch ngali Chairman-nil Board of Education, P.O. Box 570, Saipan, CM 96950, llol elligh (30) ral sangi igha re arongaawow arongorongol towlap ye e toowow mellol Commonwealth Register.

Meram, rál, raagh

Juan N. Babauta hairman-nil, Board of Education

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NORTHERN MARIANAS COLLEGE Student Financial Assistance Office Commonwealth of the NMI P.O. Box NMC Saipan, CM 96950

To All Financial Assistance Applicant

Attached is the policy for financial assistance available from the Commonwealth of the Northern Marianas. This assistance will be available to you in the form of a grant, loan, and/or scholarship. Selection will be made by the Fiscal Committee, Board of Regents, which is made up of selected members of the Board of Education. Administration of the program will be handled by the Student Financial Assistance Office, Student Services Division of the Northern Marianas College.

The requirements for eligibility for financial assistance are as follows:

a. If you are a first-year freshman, returning or transfer student, you must submit:

- a completed application; indicate on the application what you are applying for: grant, loan and/or scholarship;
- 2. an up-to-date official transcript; grade reports are not acceptable;
- 3. a letter of admission; if you are a returning student, a letter of readmission;
- 4. a copy of your Pell (BEOG) Grant Student Aid Report (SAR) and/or other financial aid award notification from the institution you will be attending;
- 5. a description of the program you plan to take and a copy of your registration receipt; and
- 6. proof of purchase of health/medical insurance.
- b. If you are a continuing student or recipient, you must submit:
 - 1. a completed application; indicate on the application what you are applying for: grant, loan and/or scholarship;
 - an up-to-date official transcript; grade reports are not acceptable. Official transcript must be sent directly from the registrar's office of your school;
 - 3. a copy of your Pell (BEOG) Grant Student Aid Report (SAR) and/or other financial aid award notification from the institution you are attending;

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4. a copy of your registration receipt; and

5. proof of purchase of health/medical insurance.

The Student Financial Assistance Office, Student Services Division, Northern Marianas College, will maintain a file on each applicant. When the applicant's file is complete, all requirements are submitted, it will be forwarded to the Fiscal Committee for review and action. Only complete files will be forward to the Fiscal Committee for consideration.

Notification letter will be sent to each applicant informing him/her of the Committee's decision. If the application for financial assistance is approved, the applicant will receive a letter of award, Memorandum of Agreement and/or Promissory Note. The agreement and note must be signed and return to the College.

The Committee will review applications as they are completed. This means that those applicants who submitted all requirements early will be notified early of the Committee's decision.

Questions concerning the policy may be addressed to Mrs. Elizabeth D. Rechebei, Chairperson, Fiscal Committee, Board of Regents, P.O. Box NMC, Saipan, CM, 96950. Questions concerning operation may be addressed to Mr. Luis S. Chong, Financial Aid Coordinator, Student Financial Assistance Office, P.O. Box NMC, Saipan, CM, 96950.

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EINANCIAL AID POLICY

C403.1 Definitions. The following terms whenever used in this Policy shall be the meanings given below, except when the context clearly requires otherwise:

"Student" means a citizen or permanent resident of the Commona. wealth who has completed secondary education (GED holders included) and who is admitted to or enrolled in a post-secondary institution or program.

"Professional Student" means a student enrolled in medical, law, veterinary and other similar schools;

- b. "Board" means the Board of Regents/Education.
- "Committee" means the Fiscal Committee of the Board of c. Regents.
- "Scholarship" means financial assistance awarded to students d. on the basis of superior academic ability and scholastic achievement: a minimum grade-point average of 3.25 is required.
- "Grant" means financial assistance awarded to students on the e. basis of manpower needs within the Commonwealth of the Northern Mariana Islands: a minimum cumulative grade-point average of 2.0 is required.
- f. "Loan" means financial assistance awarded to students on the basis of needs of students and with an obligation by the recipients to repay under the terms and conditions established by the Board: a minimum cumulative grade-point average of 2.0 is required.
- "Fund" means the Student Assistance Fund established under the g. provisions of Public Law No. 31-43.
- h. "Full-Time Student" means a student who is taking a minimum of twelve (12) credit hours per quarter/semester, except NMC students.
- "NMC student" means a citizen or permanent resident of the i. Commonwealth who has completed secondary education (GED holders included) and who is admitted to or enrolled at the Northern Marianas College.
- "Part-Time Student" means a student who is taking less than j. twelve (12) credit hours per quarter/semester.

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6403, 2 200 Rolfer. In recognizion of the resume billing given to the Board in PUBLIC LAW NO. 3-43, the Board of Regents/Education sets forth this policy to extend financial assistance to the Commonwealth residents who desire post-secondary education within and without the Commonwealth. In providing such financial assistance, it is the intent of the Board to supplement, not replace, other sources of financial assistance which may be available to the student.

C403.3 Post-Secondary Education Assistance. A division within the Northern Marianas College called the Student Services Division is established for the following purposes:

- a. To maintain resources and information related to colleges and to facilitate access of students from the Commonwealth to post-secondary education institutions and programs;
- b. To advise students from the Commonwealth regarding the types of financial assistance available to them, and to assist in obtaining such information that would enable them to commence or continue to pursue post-secondary education and program;
- c. To arrange, schedule and administer tests necessary for admission to post-secondary institutions and programs;
- d. To process applications and recommend applicants;
- To prepare reports on the status of funds and students e. receiving financial assistance two weeks after every semester and be submitted to the Committee.
- C403.4 Funding. The Division will receive funds through appropriations by the Legislature, gifts, bequests, donations or other lawfully made contributions to the Commonwealth and the Northern Mariana Islands Student Financial Assistance Program. The Fund shall be divided into three categories:
 - a. Grant Program
 - b. Loan Program
 - c. Scholarship Program

C403.5 Levels of Financial Assistance. The total amount of financial assistance that may be awarded to any applicant shall depend on the amount of fund available and the number of eligible applicants.

C403.6 Approval of Financial Assistance. No financial assistance may be awarded to an applicant without approval of the Fiscal Committee created by the Board from among its members and duly authorized to take action for financial assistance by the Board.

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C403.7 Conditions and Limitations of Financial Assistance. The Committee will approve and award grants, loans and scholarships to qualified applicants subject to the following conditions and limitations:

- a. Financial assistance shall be awarded solely for expenses related to attendance and continued attendance in a post-secondary education programs;
- b. No financial assistance shall be granted for the purposes of pursuing an academic program that leads to a degree in theological or religious studies or that is intended to prepare a student for a religious ministry;
 - c. Upon approval of an application for grant, loan and/or scholarship, the applicant shall be required to execute agreement with the Board under which the applicant shall obligate himself/herself to reside within the Commonwealth and apply the skills and knowledge acquired during the grand-funded studies for a period equal to that for which financial assistance was provided. The Board may waive the obligation upon being presented with information which satisfies the Board that waiver is in the best interests of the grantee and the Commonwealth. An applicant who is not willing to undertake obligation required by this subsection shall not be eligible for grant, loan or scholarship;
 - d. An applicant shall be a citizen or permanent resident of the Commonwealth of the Northern Mariana Islands as provided for in the Constitution of the Commonwealth;
 - e. An applicant or recipient of financial assistance for grant, loan and/or scholarship must be admitted or enrolled in a recognized post-secondary educational institution or program and must maintain a status of a full-time student every quarter/semester, except NMC students. The applicant or recipient must also have:
 - a minimum cumulative grade-point average of 2.0 for grant;
 - a minimum cumulative grade-point average of 2,0 for loan;

EXCEPTIONS:

- New Incoming Freshman - an applicant who will be attending a post-secondary institution or program will be considered for financial assistance even if his/her grade-point average (gpa) is below the 2.0 gpa requirement. The applicant is given two (2) semesters or three (3) quarters to raise his/her gpa to the 2.0 gpa requirement.

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Returning Student - an applicant who is returning after being away from school and has a gpa of less than 2.0 will be considered for financial assistance. He/she will have two (2) semesters or three (3) quarters to raise his/her gpa to the 2.0 gpa requirement.

If the recipient, after the two (2) semesters or three (3) quarters, failed to raise his/her gpa to 2.0, financial assistance for subsequent semesters/quarters will be discontinued.

- a latest semester's grade-point average or a cumulative grade-point average of 3.25 or better for scholarship. Exception: an applicant or recipient who took twelve (12) credit hours and has a grade-point average of 3.25 or better but received a CR or P in one of the courses, which is included in the twelve (12) credit total, will not be eligible for scholarship. The 3.25 grade-point average requirement must be maintained every semester/quarter for continued eligibility.

The following is the breakdown of awards for the Scholarship Program based on two categories of grade-point averages:

> GPA: 3.25 - 3.50 \$250.00 per semester 3.51 - 4.00\$375.00 per semester

In unique cases, professional students may petition for special consideration under this section.

- f. An applicant or recipient of financial assistance is required to acquire accidental-death and basic medical insurance. Proof of purchase of insurance must be submitted with the application.
- The maximum number of years that an undergraduate recipient g. can receive financial assistance from the Northern Marianas College Financial Assistance Program is four and one-halt $(4\frac{1}{2})$ years except when the recipient is under a five (5) year program. Graduate and professional students can have a maximum of two (2) years.

The Committee, when evaluating the number of years a recipient has been attending a post-secondary institution or program, will take into consideration the number of years the recipient was receiving financial assistance from the municipal scholarship board.

h. The Committee may provide financial assistance to students for attendance at the Northern Marianas College. Financial assistance may be provided to less than full-time students

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provioled that the student does not have a her financial aid, has applied for other applicable assistance, if eligible and is pursuing a course of study in an occupational need area of the Commonwealth.

C403.8 Administration of Loan Program. The loan program will be administered as follows:

- a. Every recipient of a loan shall execute a promissory note agreeing to repay said loan at the rate of ten percent (10%) of the total amount per year for up to ten (10) consecutive years. Repayment shall begin within nine (9) months after the termination of studies of the contemplated date of the course of studies, whichever is first. Said promissory note shall be non-interest bearing, except as to unpaid delinquent amounts due and payable under the note, which shall be subject to interest at a rate fixed by the Board.
- b. Any recipient of a loan pursuant to this policy shall receive credit against amounts due under the promissory note at the rate of ten percent (10%) total amount for each year the recipient is employed in the Commonwealth.
- c. Expulsion from school or the institution attended, or suspension for a period equal to or greater than one academic semester of its equivalent from such school or institution, or failure to comply with the regulations of the Board shall result in the loans granted becoming immediately due and payable at a rate of interest and according to an accelerated schedule of repayments determined by the Board in its regulations. (See Agreement Executed.)
- d. The Board, upon death of a student, who is receiving or has received a loan under the provisions of this policy, shall discharge the estate of such student from any remaining obligation for the repayment of such loan. The Board, upon the disability of a student who is receiving a loan under the provisions of this Policy, shall waive in part or in full, any remaining obligations for repayment of said loan according to its rules and regulations.
- e. The Board may require a loan to be secured or co-made by a parent, guardian or any person in good financial standing. In the event of loan repayment default by a student, the Board shall refer the matter to the Attorney General for collection and/or prosecution.

C403.9 Expenditures and Awards Disbursements. The Chairperson of the Board of Regents/Education or the Committee is authorized to expend or otherwise commit monies in the Fund in accordance with the purpose and provisions of this Policy.

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FINANCIAL AID PROCEDURES

- A. Advertising of availability of funds will be done by all usual methods by May.
- B. Application forms will be made available by May.
- C. Deadline for submission of application and all requirements for the fall semester is July 15.
- D. Selection will be made as soon as applications submitted are complete. Notification letters will be sent to students as soon as the Committee reviews completed applications. Selection will continue until October 15. Applications not completed after this deadline will be transmitted to the Committee to be reviewed with the spring semester applications.

The deadline for submission of applications for the spring semester is December 31. Applications not completed or received after December 31 will be considered up to February 28.

The Committee will meet the last week of July to review applications for the fall semester and the first week of January for the spring semester.

A student may petition the Committee for special consideration. (See procedures for appeal in the Student Appeal Section.)

- E. Checks will be issued in August for fall semester and the last week of January for spring semester, provided that fall semester's grade reports are received and requirements are satisfactorily met.
- F. If funds are available, application may be opened for those individuals planning to start attending post-secondary educational institutions or programs in the spring.
- G. The Board will be notified of any violations of policies and/or procedures and action will be taken as appropriate.

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STUDENT APPEAL PROCEDURE

If a student has been denied financial assistance for not meeting any of the requirements, he/she may petition to the Fiscal Committee for special consideration. The student must submit the following:

- a letter of grievances; the reasons for petitioning the Committee for special consideration must be stated;
- documents supporting the petition for special consideration; a letter from a doctor, instructor, or other school officials;
- course of action the student plans to take in order to meet any of the requirements that were not met and which led to the denial of financial assistance.

When a student receives a letter of denial from the Committee, he/she has two (2) weeks to petition the Committee's action.

When the Committee receives a petition for special consideration, it has ten (10) days to take action and respond to the petition.

All petitions must be sent to the Student Financial Assistance Office, Northern Marianas College, P.O. Box NMC, Saipan, CM, 96950.

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COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

BOARD OF EDUCATION/REGENTS DEPARTMENT OF EDUCATION Filed this SAIPAN. CM 96950

> Office of Registrar Dorations Commonwealth of the Northern M Phone: 9311/

CHAIRMAN: Juan N. Babauta

VICE CHAIRMAN: Joaquin M. Aquon

MEMBERS - SAIPAN:

Sr. Mary Louise Balzarini, MMB Elizabeth D. Rechebei Maximo L. Olopai

MEMBERS - UINIAN:

Isaac P. Palacios Esteven M. King MEMBERS - ROTA: Oscar Quitugua M. Lee Taitano

Public Notice

Proposed Adoption of Department of Education School Policies

The Board of Education of the Northern Mariana Islands, in accordance with Public Law 3-43, is proposing to adopt school policies.

- SCHDENT REPRESENTATIVE -The proposed policies include the following subject areas:

- 1. Graduation Requirements
- 2. Secondary School Grading System
- Defining Normal School Age 3.
- Part-time Students 4.
- 5. Student Absences and Excuses
- Graduation Participation 6.
- 7. Revising Instructional Program Policies and Compulsory Attendance Policy to conform with Public Law 3-43.

Copies of the proposed regulations may be obtained from Juan N. Babauta, Chairman of the Board of Education, at CHPDA, 5th Floor, Nauru Building, Saipan, CM 96950.

The Board of Education is soliciting views, opinions, facts and data for or against the proposed school policy from the general public.

Anyone interested in commenting on the proposed policies may do so by submitting comments in writing to the Chairman of the Board of Education, P.O. Box 570, Saipan, CM 96950, within thirty (30) days from the date this notice is published in the Commonwealth Register.

DATE:

CHAIRMAN, BOARD OF EDUCATION

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NUTISIA PARA I PUPBLIKU

I MAPROPOPONI NA RIPARASION POT I REGULASION I ESKUELA GI HALOM I DEPATTAMENTON EDUKASION

Sigun gi Lain i Pupbliku numiru 3-43, i Board of Education i San kattan siha na Islas Marianas, ha propoponi rumipasa i regulasion i eskuela.

l manmapropoponi siha na regulasion ni para u fanmaripasa ha inklulusu i manatatte siha na arean suhetu:

- Hafa siha manmanisisita ni para u fanmagradua i famagu'on
- 2) I sisteman gradu gi para i Secondary School
- Hafa siha i difinision i idat gi para i regulat na eskuela
- 4) I manmedudia siha na estudiante
- 5) I manmadispepensa yan i manfafatta gi eskuela siha na estudiante
- 6) I para mañaonao gi para manmagradua
- 7) Tinilaika na regulasion gi Instructional Program yan Compulsory Attendance ni humahalom gi Lain i Pupbliku 3-43

l kopian i manmapropoponi siha na regulasion siña manmachule' ginen as Siñot Juan N. Babauta, Chairman i Board of Education, gi ufisinan i CHPDA, 5th Floor, Nauru Building, Saipan, CM 96950.

I Board of Education lokkue' ha solilisita opinion, fakto, yan enfotmasion siha para osino kontra i manmapropoponi siha na regulasion eskuela ginen i pupbliku hinerat.

Todu ayu siha i manenteresao manmanlaknos rekomendasion pot i mapropoponi na tinilaika gi regulasion siha, siña manmangge' guatu gi Chairman i Board of Education, P.O. Box 570, Saipan, CM 96950, gi halom i trenta (30) dias desde i fecha ni mapupblika este na nutisia gi Commonwealth Register.

9/2 Fecha:

Board of Education Chairman,

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Arongorongol Towlap

Allegh llol Bwulasiyool Meleitey

Board of Education mellol Northern Mariana Islands, sangi arongorong towlap ye 3-43 e kke pomoli ebwe adoptaay alleghil llol imwal Meleitey.

Pomol allegh kka rebwe adoptaay nge milikka e tattaletiw faal.

1.) Requiremenil igha ubwe gurazet.

- 2.) Efaisul rebwe grade-liir llol Secondary.
- 3.). Ebwe ifa tappeer atel meleitey.
- 4.) Ebwe faisul atel meleitey kka re ghal esobw ral (part-time).
- 5.) Igha rese meleitey nge re tungor ngaliir (absences & excuse).
- 6.) Igha rebwe lo llol gurazet.
- 7.) Lliwelil allegh llol Progromaal Instruction.
- 8.) Alleghil fatta igha ebwe wel fengal Arongorong towlap ye 3-43.

Koopiyaal mwoghutughutul allgh kkaal emwel u bwe bwebwogh me reel Juan N. Babauta Chairman-nil Board of Education, me CHPDA, 5th Floor me Nauru Building, Saipan, CM 96950.

Board of Education e tottongor ngali ghaami mengemeng reel ngare ow afischi me ow abwura kkapasal alleghul Meleitey ye e toowow reer aramas towlap.

Le e tipeli bwe ebwe isiisilong meta mengemeng reelalleghul Meleitey yeel emwel schagh ebwe feeru ngare e isch ngali Chairman-nil <u>Board</u> of <u>Education</u>, P.O. Box 570, Saipan, CM 96950 llol elligh (30) ral sangi igha re arongaawow arongorongol towlap ye e toowow mellol Commonwealth Register.

Meram, ral, raagh

Education irman-nil. Board of

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POLICY 402

Organization of the Instructional Program

The instructional program will be organized into two parts, elementary education and secondary education.

a. Elementary education - Grades 1-6b. Secondary education - Grades 7-12

POLICY 403

Daily School Sessions

The Board recognizes the need for students to acquire basic skills and that the business of the schools is to equip all children with the skills, tools, and attitudes which will lay the basis for learning now and in the future. This means giving highest priority to developing skills in reading, writing, speaking, listening and solving numerical problems.

The Board recognizes that children need more than literacy, the schools need to give them opportunities to develop their capacities for thinking, working, creating, and gaining satisfaction out of life, each in their own way. To meet these Board goals, the Superintendent shall recommend, and the Board shall approve daily school sessions for all grades and schools in the system.

Minimum Daily School Sessions

403.1 Elementary Schools Grades 1-6

Three Hundred (300) minutes exclusive of recesses and lunch periods.

403.2 Secondary Schools Grades 7-12 Three Hundred (300) minutes exclusive of passing time, activity periods, and a lunch break.

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Subject Time Allotments for Elementary Schools

The following minimum subject time allotments shall apply in all public elementary schools in the Commonwealth. Any departure from the following time allotment allocations will require express prior approval from the Superintendent and subject to Board of Education review.

Subject

Grades 1 through 6

Language Arts (including Oral English, vernacular language, 140 minutes reading, spelling, composition, penmanship, speaking, listening, grammar, etc.)

Math	40
Social Studies	40
Science/Health	40
Art/Music/PE	40

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POLICY 602

COMPULSORY ATTENDANCE

By law, attendance at a public or non-public school is required of every child between the ages of six and sixteen, unless such child has completed the eighth grade or is exempted by the Superintendent with justifiable reason.

Any parent, guardian, or other person having the responsibility for or care of a child whose attendance at school is obligatory shall send the child to school. Any parent, guardian, or other person who permits the child who is under his or her control to be absent from school without good cause and in violation of applicable law(s) or regulations is subject to criminal prosecution in accordance with the provisions of the law(s).

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GRADUATION REQUIREMENTS

A minimum of 21 credits from grades 9 through 12 is required for graduation from high school.

ACADEMIC TRACK:

English	4
Social Studies	3
Math	3
Science	3
P.E.	1
Total above:	14
Electives:	7

Total Required: 21

Course Requirements:

English:	The English Department will specify the courses.
Social Studies:	Marianas History is required. Student selects two other courses from offerings.
Math:	Student selects any three from offerings.
Science:	Biology is required. Student selects either Earth/Space Science or General Science and one other course from offerings.
Ρ.Ε.	Student selects one P.E. course. P.E. may include swimming, first/aid/life saving, as well as the regular exercise and sports programs.
Electives:	A student will choose 7 elective courses to enrich the basics and/or prepare for professions.

VOCATIONAL TRACK:	English Social Studies Math Science	4 2 2 2
· · · · · · · · ·	Total above:	10
*	Vocational area:	8
	Electives:	3
-	Total Required:	21

Course Requirements:

English:

The English Department will specify the courses.

Social Studies:

Marianas History is required. Student selects one other course from offerings.

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GRADUATION REQUIREMENTS - continued

Math: Student selects any two courses from offerings.

Science: Biology is required. Student selects one other course from offerings.

Vocational area: 8 credits of vocational courses would be in the areas of construction, business, mechanics, home economics, agriculture, cabinet making, electrical trades or electronics.

Electives:

A student will choose 3 elective courses to enrich the basics and/or prepare for professions.

GRADE LEVEL ASSIGNMENT AND PROMOTION

A student in the 9th grade must earn at least 5 credits to be promoted to the 10th grade. A student in the 10th grade must earn at least 5 credits (10 credits cumulative) to be promoted to the 11th grade. A student in the 11th grade must earn at least 6 credits (16 credits cumulative) to be promoted to the 12th grade. A student must accumulate 21 credits to graduate.

SPLIT CAMPUS CONCEPT

9th grade students at Hopwood have their credits counted toward high school graduation. If a 9th grade student at Hopwood fails 3 or more credits, then the student will be retained at Hopwood.

PARTICIPATION IN GRADUATION

No student will be permitted to participate in the graduation ceremony without fully completing the graduation requirements.

PART-TIME STUDENTS

The Principal 'and the Superintendent may develop internal policies defining part-time students and the regulations pertaining thereto.

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SECONDARY GRADING SYSTEM

The secondary schools will use a per cent/letter grade system as follows:

<u>Per Cent</u>	Letter	Grade
90-100	A	•
80-89	В	
70-79	С	
60-69	D	
0-59	F	

Each teacher is responsible for keeping accurate records in the grade book provided by the school and will submit the grade book to the prinicipal at the end of the school year.

Students are not permitted to grade tests, record averages, average grades or handle the grade book.

A minimum of three tests per quarter (not including quarter exam) is recommended. Other factors, such as class participation, quizzes, projects, reports, papers, demonstrations, or attendance may also be considered in computing grades. All factors involved in computing the final grade should be maintained in the grade book.

NORMAL SCHOOL AGE

Normal school age is defined as between the ages of 6 through 19.

STUDENT ABSENCES AND EXCUSES

(Addition to Policy 604)

To help improve attendance, these measures are to be taken:

- 1. Yearly recognition of perfect attendance
- 2. Quarterly recognition of perfect attendance
- 3. Student conference after three unexcused absences
- 4. Parent conference after six unexcused absences
- 5. A student with 35 or more absences per year will not be promoted, unless an exemption is granted by the Superintendent.
- 6. Attendance records are included as part of the students permanent record and transcript.

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COMMONWEALTH PORTS AUTHORITY

Main Office: SAIPAN INTERNATIONAL AIRPORT P. O. BOX 1055 • SAIPAN • CM 96950 Filed this

> Office of Registrar of Corporations PUBLIC NOTICEmmonwealth of the Northern Wariana Islands

ADOPTION OF REGULATIONS

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Sections 2 and 5 of Title 17 of the Trust Territory Code, Section 5(e) of Public Law No. 2-48, and Section 4 of the Regulations of the Registrar of Corporations, Commonwealth Register No. 5, p. 2148, that the Commonwealth Ports Authority has adopted and hereby publishes and promulgates new rules and regulations identified as follows.

1. Adding a new Part 6.6 to the Airport Rules and Regulations of the Commonwealth Ports Authority. This regulation is adopted as originally promulgated in the Commonwealth Register, Vol. 3, No. 3, Page 1235.

2. Adding a new Part 6.7 to the Airport Rules and Regulations of the Commonwealth Ports Authority. This regulation is adopted as originally promulgated and published in the Commonwealth Register, Vol. 3, No. 3, pp. 1235-1236.

3. Amending Part 12(b) of the Airport Rules and Regulations of the Commonwealth Ports Authority. This regulation is adopted as originally promulgated and published in the Commonwealth Register, Vol. 3, No. 3, p. 1236.

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SAIPAN INTERNATIONAL AIRPORT/SEAPORT P.O. Box 1055, Saipan, CM 96950 ROTA INTERNATIONAL AIRPORT/SEAPORT P.O. Box 561, Rota, CM 96951 4. Amending Part 1.1 of the Airport Rules and Regulatons of the Commonwealth Ports Authority. This regulation is adopted as originally promulgated and published in the Commonwealth Register, Vol. 4, No. 7, page 1747.

5. Amending the Airport Rules and Regulations of the Commonwealth Ports Authority, to substitute the words "Commonwealth of the Northern Mariana Islands" for the words "Mariana Islands District". This regulation is adopted as originally promulgated and published in the Commonwealth Register, Vol. 4, No. 7, page 1747.

6. Amending Part 1.3(d) of the Airport Rules and Regulations of the Commonwealth Ports Authority. This regulation is adopted as originally promulgated and published in the Commonwealth Register, Vol. 4, No. 7, page 1747.

7. Amending Part 1.3(e) of the Airport Rules and Regulations of the Commonwealth Ports Authority. This regulation is adopted as originally promulgated and published in the Commonwealth Register, Vol. 4, No. 7, page 1747.

8. Providing exemptions from the application of Parts 12.2 and 12.5 of the Airport Rules and Regulations of the Commonwealth Ports Authority. This regulation is adopted as originally promulgated and published in the Commonwealth Register, Vol. 4, No. 7, page 1748.

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9. Providing for the applicability of Parts 12.1 through 12.4 of the Airport Rules and Regulations of the Commonwealth Ports Authority under certain circumstances. This regulation is adopted as originally promulgated and published in the Commonwealth Register, Vol. 4, No. 7, page 1748.

10. Providing for the applicability of Part 6.7(2) of the Airport Rules and Regulations of the Commonwealth Ports Authority under certain circumstances. This regulation is adopted and promulgated as originally published in the Commonwealth Register, Vol. 4, No. 7, page 1748.

11. Adding a new Part 6.8 to the Airport Rules and Regulations of the Commonwealth Ports Authority. This regulation is adopted and promulgated as originally published in the Commonwealth Register, Vol. 4, No. 7, pp. 1748-1749.

12. Amending Part 12.7 of the Airport Rules and Regulations of the Commonwealth Ports Authority. This regulation is adopted and promulgated as originally published in the Commonwealth Register, Vol. 5, No. 5, page 2167.

13. Harbor Regulations. These regulations are adopted and promulgated as originally published in the Commonwealth Register, Vol. 5, No. 4, pp. 1981-2020.

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14. Terminal Tariff. This regulation is adopted as originally promulgated and published in the Commonwealth Register, Vol. 5, No. 4, pp. 1973-1980, except as follows.

(a) Part I, Paragraph A, as adopted, reads

as follows:

"A. DEFINITIONS. As used herein, the term "the Port" means any and every commercial port or harbor in the Commonwealth of the Northern Mariana Islands, and all those geographical areas in the territorial waters of the Commonwealth over which CPA exercises the various powers conferred upon it by law; the term "CPA" means the Commonwealth Ports Authority, established by P.L. 2-48; and the term "Executive Director" means the Executive Director of the Commonwealth Ports Authority or his designee."

(b) Part I, Paragraph D, as adopted, reads

as follows:

"D. <u>APPLICATION OF TARIFF</u>. Use of the terminal facilities or wharves of the port, or entering upon or within the territorial waters of the Commonwealth for the purpose of refueling or bunkering, shall be deemed as acceptance of this tariff and the terms and conditions named herein."

(c) Part VI, Paragraph C, as adopted, reads

as follows:

"C. <u>BUNKER FEE</u>. A charge of \$0.12 per barrel for residual oil and \$0.21 per

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barrel for diesel oil will be assessed all suppliers of oil for bunkering at Port facilities; provided, that such charges shall not be assessed for residual oil or diesel oil supplied to the CNMI Government, nor against suppliers operating bunkering facilities entirely off-shore but within the territorial waters of the Commonwealth."

(d) Part VI, add a new Paragraph D, which

reads as follows:

"D. HOME PORT FEE. Rates and fees for vessels operating in the territorial waters of the Commonwealth on a continuing and long-term basis shall be established exclusive of this Terminal Tariff, pursuant to the powers conferred upon CPA by law."

The undersigned hereby certifies that he is the official who is authorized by law to approve the adoption of the Rules and Regulations of the Commonwealth Ports Authority; that the Rules and Regulations referred to in this Notice were formally adopted by the Commonwealth Ports Authority; and that the original and one copy of the said Rules and Regulations have been filed with the Registrar of Corporations.

DATED, this 31st day of August, 1983: Chairman

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PUBLIC NOTICE

ADOPTED REGULATIONS

filed thi AV OP Office of Registrar of Corporations

Department of Education

Authority

The Board of Education, in accordance with Public Law 3-43, Section 203 (a)(b), wishes to advise the public that revised policies have been adopted.

Subject Matter

The adopted policies include the following subjects:

- 1. GED Testing
- 2. Teacher Certification
- 3. Annual Leave

Public Comment

During the period of time designated for public comment, no comments were received concerning the GED testing policy.

Comments were received from the Personnel Officer questioning the legal authority of the Board of Education to promulgate the policies on teacher certification and annual leave. The authority cited by the Board to promulgate the policies are the Constitution of the Northern Mariana Islands, Section 13; Analysis of the Constitution, Section 13; and Public Law 3-43, Section 203 (b), Section 801.

The policies are adopted as originally promulgated.

Board of Education

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Policy 312

GOVERNMENT OF THE NORTHERN MARIANA ISLANDS DEPARTMENT OF EDUCATION

The General Education Development (GED) Testing Program

<u>Title of Credential</u>: Northern Mariana Islands High School Equivalency Diploma.

Requirements for Testing:

Candidates must be beyond the legal age requirement for school attendance and reside in the Northern Mariana Islands for thirty (30) days immediately prior to making application. Permanent residents of the Northern Mariana Islands who are serving in the U.S. Armed Forces are except from the foregoing resident requirements. If the candidate has dropped out of a high school and is under 18 years of age, he/she must provide the Chief Examiner with a letter from the principal of his/her former high school, stating that the applicant has officially withdrawn from the school, and has no chance of being readmitted.

All applicants must successfully pass a Pre-GED Screening Test of 40 or 45 standard score or present proof of successful completion of a program of instruction equivalent to the screening test taken at an Adult Education Center before the candidate is eligible to take the GED examination.

For initial testing, all five tests must be taken within a two-month period.

Requirements for Issuance of Equivalency Diploma:

The Commonwealth of the Northern Marianas Official GED Center issues a "High School Equivalency Diploma" to residents who are 18 years or older and applicant must have been out of school for at least six, months prior to testing. The candidate COMMONWEALTH REGISTER VOL. 5 NO. 9 OCTOBER 20, 1983 PAGE 2485 for the equivalency diploma must have successfully passed the GED test with a standard score of 40 on each of the five tests <u>or</u> an average standard score of 45 on all five tests.

An equivalency diploma for test results from an out-ofstate GED Center will be issue only if the last civilian school attended by the applicant was in the Commonwealth of the Northern Marianas and the applicant meets the minimum test scores requirements.

Exceptions:

- Candidates for admission to post-secondary school, if the post-secondary school provides a detter requesting the candidate's GED scores;
- 2. Applicants who are on active duty in the United States Armed forces, upon a written request by an appropriate official; and
- 3. Applicants who have been employed for two years immediately proceeding the date of application for testing.

Requirements for Retesting:

- An applicant who on the first trial, attains scores of 40 or higher on three tests and no failing scores of 35 will be permitted to retake tests on which he received standard scores less than 40 as early as it is offered.
- 2. Applicants with scores less than 40 on three or more tests must wait three months from the date of original testing or must present to the GED Examiner a verification from an instructor of an adult education program that he/she has satisfactory completed a program of adult education instruction in the area or areas to be retested.

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- 3. Scores of testing will be combined with previous satisfactory test scores when necessary to reach the minimum standard score of 40 on each of the five tests <u>or</u> an average standard score of 45 for all five tests.
- 4. Test scores that were obtained from five years or more are invalid and will require retesting.

Methods of Applying:

For tests, retests and diplomas the necessary forms may be acquired at the office of the Commonwealth of the Northern Marianas Official GED Center.

Official Transcripts:

Test scores are accepted as official only when reported directly by:

- 1. Official GED Center;
- 2. Transcript Service of the Defense Activity for Non-Traditional Education Support;
- Veterans Administration Hospitals and Centers; and
 The GED Testing Service.

Testing Schedule:

GED tests are administered on schedules set by the GED Chief Examiner.

Fees:

- 1. GED Screening Test cost \$2.00 per battery payable at time of testing.
- Testing at the Official GED Centers: \$5.00 for complete battery (\$1.00 per single test), payable at time of testing. And \$2.00 per single test for retesting, payable to the local testing center at time of retesting.
- 3. Issuance of Diploma: \$5.00

CHAIRMAN

Board of Education

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POLICY 505 Annual Leave

505.1 All department employees fall under the leave policy of the Personnel Service Rules and Regulations, VII A3.A, except when the taking of annual leave conflicts with Board Policy 403.

DATE

CHAIRMAN

Board of Education

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POLICY 503

503.2

Teacher Certification

503.1 Except as otherwise provided herein, no person shall be initially employed as a classroom teacher unless such person is the holder of or is immediately eligible for the issuance of a Continuing Certificate, as defined herein. Two types of certificates will be issued to teachers: a Continuing Certificate or a Specialized Skills Certificate.

> Every person who is employed or to be employed as a classroom teacher is eligible for and shall be issued a Continuing Certificate if such person possesses an associate, baccalaureate, masters, or doctorate degree, or is the holder of a comparable teaching certificate issued by an authority of any jurisdiction of the United States of America or its territories or possessions.

A classroom teacher who is unable to receive a Continuing Certificate but has demonstrated performance, previous experience or specialized training in areas such as vocational education, bilingual education, arts and crafts, or music is eligible for and shall be issued a Specialized Skills Certificate upon approval by the Board.

503.3

"Every person who is employed as a classroom teacher prior to the effective date of this paragraph and who, while not the holder of or eligible for the issuance of a Continuing Certificate or Specialized Skills Certificate, is a high school graduate, shall be eligible for and be issued a Temporary Certificate. A Temporary Certificate is valid for a period of one year from the date of its issuance, and is renewable for additional successive one-year periods if the Superintendent of Education finds that the holder of such certificate has successfully progressed toward an AA degree according to an individualized plan agreed to and signed by the employee."

DATE

CHAIRMAN Board of Education

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