



KAGMAN HIGH

Home of the Aquinas

"UNITED IN SPIRIT, LEADING WITH COURAGE"

SY 2025- 2026

THIS HANDBOOK BELONGS TO:



PRINCIPAL JONES' MESSAGE

Dear Ayuyu Family,

Welcome back to Kagman High School! We're excited for the new school year ahead. To our new students, welcome to our Ayuyu family. Returning students, welcome back! Parents, thank you for your trust and support.

We're committed to providing a quality education that prepares students for success. Our focus is on academic excellence, fostering creativity, and building strong relationships. We value inclusivity, kindness, and collaboration.

Students, engage in your studies, join activities, and embrace challenges with a growth mindset. Parents, stay involved and support your child's development.

Let us embrace the coming year with enthusiasm, determination, and a commitment to excellence. Together, we'll make this year one of growth, achievement, and memorable experiences.

Here's to an amazing school year! Cheehooo!

Benjamin Jones Jr.
Principal
Kagman High School



VICE - PRINCIPAL NORITA'S MESSAGE

Welcome back Ayuyus! We've been counting down the days to have you back on campus. I hope you are ready to conquer this school year with brilliance and your unstoppable Ayuyu spirit. Remember, this is your time to shine. Be bold, be fearless, and be your authentic yourself. Surround yourself with friends who inspire you, challenge you, and support you. Together, we'll continue building a school that celebrates diversity, encourages growth, and fuels your ambitions. Let's rock this year!



VICE - PRINCIPAL BONDOC'S MESSAGE

Welcome back! We've missed you, Ayuyus! I hope you've charged your energy levels because this school year is going to be an amazing one! As we kick off this new school year, I want to remind you that discipline is the key to success. Stay focused, be responsible, and give your best in everything you do. Remember, there's no limit to what you can achieve. Let's make this a fantastic and amazing year together! Go Ayuyus!



**“If you always do what you
always did, you’ll always get
what you always got.”**

WE ARE AYUYUS!



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SECTION: 01

About Kagman High



"UNITED IN SPIRIT, LEADING WITH COURAGE"



ABOUT KHS School Background

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MOTTO

"United in Spirit, Leading with Courage"

VISION

Kagman High's Vision is to implement diverse educational programs that are responsive to the needs of all students.

MISSION

Kagman High will collaborate with the community to provide a safe, inclusive, and rigorous environment for students to enhance skills and knowledge essential to becoming ethical members of society.

PHILOSOPHY

We believe that all students are able to succeed with the knowledge, resources, and skills they have developed and are developing throughout their academic career

KAGMAN HIGH SONG

Kagman High,

You will always remain in your hearts.

Guide us through all the valleys that stand before us.

You are the light that leads to our dreams.

United in spirit, leading with courage.

Kagman High raise your banner high.

A-Y-U-Y-U

Standing strong all the way to victory.

A-Y-U-Y-U

In my mind, in my soul, you will always be.



"UNITED IN SPIRIT, LEADING WITH COURAGE"

KHS SY 25-26

SCHOOL IMPROVEMENT PLAN

SY 25-26 SIP BUDGET: \$365,211

Student Success: \$231,300

1. Provide more college and career programs (Maritime, Financial Literacy, Hospitality, Digital Literacy).
2. Procure learning technologies that foster CTE/STEM skills (video editing, marketing, woodworking, graphic arts, culinary, research).
3. Provide more extended learning opportunities (credit-recovery programs, tutoring, enrichment programs).
4. Provide more educational excursions (student competitions, field trips, travel to neighboring islands, etc.).

Safe and Caring: \$32,911

1. Provide more SEL programs (sports, clubs, support systems, token economy system, etc.)

Community Relationships: \$10,000

1. Establish more family events (literacy events, student show-case events, Fright Fest, Culture Day, Field Day, Career Day, "Park and Check" events).

High-Performing Personnel: \$91,000

1. Provide staff meaningful, research-based professional developments (instructional, management, certification courses, etc.).
2. Procure instructional materials (consumables that can help teachers teach and students learn).
3. Access to more research-supported subscriptions that will enhance instructional practices and strategies.

**"The best way to predict
the future is to create it."**

KHS GOALS

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WE ARE AYUYUS!

Attendance

By the end of SY 25-26, KHS will average a 95% daily student attendance rate.

Academics

By the end of SY 25-26, at least **68%** of students at KHS will be performing at the **At/Above level in both STAR Math and Reading** and less than 12% will be in the Intervention/Urgent Intervention categories.

By the end of SY 25-26, KHS will improve their graduation rate by 3% compared to SY 24-25.

By the end of SY 25-26, less than 30% of students at KHS will be underperforming in the HMH Growth Measure Assessments

Discipline

By the end of SY 25-26, KHS will see a 10% decrease in discipline referrals compared to the total of SY 24-25.

Community Involvement

By the end of SY 25-26, KHS will host at least three school-community events per semester to help increase parent and community involvement.

“Believe in yourself and you will be unstoppable.”



ABOUT KHS Phone Directory

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LOCATION	PATRON	CONTACT #
Main Office	Scott Borja/Rhine Russel	664 - 3781
Principal's Office	Benjamin Jones Jr	783 - 8979
Vice Principal's Office	Francisca Castro Bondoc	664-3781
Vice Principal's Office	Shirley Lizama Norita	237-3189
Registrar	Selena Sablan	237-3191
Counseling Office	Jack Kiyoshi Jr.	237 - 3195
Counseling Office	Celina Biado	237 - 3187
Counseling Office	Jeannette Villagomez	237 - 3193
Library	Meena Benavente	237 - 3196
Truant Office	Clifford Nekai	237-3189



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ABOUT KHS

KHS Team

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KHS Administration

Mr. Benjamin Jones
Ms. Shirley Norita
Ms. Francisca Bondoc

English Language Arts Dept.

Mr. Loremel Hocog
Mr. Paul Murphy
Ms. Leslie Rodolfo
Dr. Doris Techaira-Santos
Mr. Dominic Pangelinan
Ms. Elizabeth Basa

Mathematics Dept.

Mr. Adrian Flores
Mr. Jerome Taisacan
Mr. Ryan Camacho
Mr. Seung Pak
Ms. Lilly Jean Bautista

Social Studies Dept.

Ms. Esther Huh
Mr. Joaquin Kiyoshi Jr.

Science Dept.

Ms. Jolene Aguon
Mr. Nicholas Brennfleck
Mr. Jonathan Ball

Physical Education Dept.

Mr. Ali Ogo

Language Dept.

Ms. Marcy Halstead: Japanese
Ms. Elsie San Nicolas: Chamorro

CTE Dept.

Mr. Kyle Mateo: Computer
Mr. Peter Aldan: Art
Mr. John Pineda: Culinary Art
Ms. Eunice Viray: High School Success
Mr. Fred Salavaria: Cooperative Education

JROTC Dept.

SFC Giovanni Siruelo



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ABOUT KHS

KHS Team

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Special Ed. Program - Teachers

Mr. Richard Masiwemai
Mr. Jeremiah Camacho

Counseling

Mrs. Jeannette Villagomez
Mr. Jack Kiyoshi Jr.
Ms. Celina Biado

Librarian

Ms. Meena Benavente

Registrar

Ms. Selena Sablan

Custodian

Ms. Mauricia Rios

Teacher Aides

Ms. Rena Reftang
Ms. Belma Aquino
Mr. Nathan Angui
Ms. Momoko Halstead
Mr. Ranson Ignacio
Ms. Martina Langu
Ms. Flomihna Manahane

Truant Officer

Mr. Cliff Nekai
Ms. Selena Sablan

School Aide

Ms. Rhine Russell
Ms. Jarren Mendiola

Admin Assistant

Mr. Scott Borja

Building Maintenance

Mr. Lando Laxamana

Substitute Teachers

Ms. Faith Abais



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ABOUT KHS Bell Schedule (Monday)

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PERIOD	FROM	TO	DURATION
Warning Bell	8:55am	9:00am	5 min.
1st Period	9:00am	9:45am	45 min.
Transition	9:45am	9:50am	5 min.
2nd Period	9:50am	10:35am	45 min.
Break	10:35am	10:45am	10 min.
Transition	10:45am	10:50am	5 min.
3rd Period	10:50am	11:35am	45 min.
Transition	11:35am	11:40am	5 min.
4th Period	11:40am	12:25pm	45 min.
Lunch	12:25pm	1:00pm	35 min.
Dismissal	1:00pm		



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ABOUT KHS

Bell Schedule (Tuesday - Friday)

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PERIOD	FROM	TO	DURATION
Warning Bell	8:55am	9:00am	5 min.
1st Period	9:00am	10:25am	85 min.
Break	10:25am	10:35am	10 min.
Transition	10:35am	10:40am	5 min.
2nd Period	10:40am	11:55am	75 min.
Lunch	11:55am	12:55pm	60 min.
Transition	12:55pm	1:00pm	5 min.
3rd Period	1:00pm	2:15pm	75 min.
Break	2:15pm	2:25pm	10 min.
Transition	2:25pm	2:30pm	5 min.
4th Period	2:30pm	3:45pm	75 min.



"UNITED IN SPIRIT, LEADING WITH COURAGE"

Welcome to Kagman High

HOME OF THE AYUYUS



CNMIPSS
POLICY



CONTACT
INFO



KHS MAP



KHS VISITOR
SIGN IN



KHS HAND
BOOK



KHS
FACEBOOK



KHS
INSTAGRAM



KHS
YOUTUBE



KHS
WEBSITE

Hafa Adai & Tirow

SECTION: 02

Policies & Procedures



"UNITED IN SPIRIT, LEADING WITH COURAGE"



SCHOOL DISCIPLINE

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Offense Categories

The offense categories set out in this regulation are intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct that is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board due to mitigating or aggravating circumstances.

Category I - Examples of offenses which may result in suspension:

- Academic dishonesty (cheating on tests, copying term papers, forging the signature of teacher or parent)
- Disrespect to teacher/staff
- Failure to report to the office when directed to do so
- Gambling
- Harassment, including, but not limited to, nuisance phone calls to students or staff members; continued comments or passing unofficial notes to another individual who wishes not to hear or receive the notes
- Igniting matches (when not part of the instructional program)
- Lack of required immunization
- Leaving school grounds without prior permission
- Personal health reasons (when one's state of health threatens the health of others as in the case of communicable disease)
- Refusing to cooperate with school transportation regulations
- Refusing to cooperate with school rules and regulations
- Refusing to do assigned work
- Refusing to serve detention
- Tardiness (class/classes)
- Tardiness (school day)
- Truancy (class/classes)
- Truancy (school day)
- Unauthorized sale or distribution, not otherwise described, including, but not limited to, the sale of football pools and the sale of items in school not related to the school's operation or school fundraising activities.
- Possession and/or use of tobacco or cigarette rolling papers
- Possession and/or use of betel nut (pugua) or betel nut related paraphernalia
- Using foul or abusive language
- Verbal assault on student
- Possession of pornography.



SCHOOL DISCIPLINE

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Category II - Examples of offenses for which the student will normally be suspended and which may result in expulsion and referral to law enforcement:

- Assault on a student from another school
- Assault on a student from the same school
- Chronic disruption of the school program and/or activities
- Deprivation through intimidation of another individual's right to attend school or classes
- Destruction and vandalism of school property, personal property of students and/or faculty
- Receipt, sale, possession, or distribution of property stolen from CNMI Public School System valued less than \$300
- Disruptive behavior which results in the interference with the normal school program
- Distribution, attempt to distribute, or possession with intent to distribute a noncontrolled substance upon the representation that the substance is a controlled substance
- Extortion less than \$300
- Failure to assume responsibility for, or to control his/her behavior
- False fire alarm/false fire report
- Harassment for any reason including, but not limited to, sex, sexual orientation, color, race, religion, national origin and disability
- Indecent exposure (frontal or buttocks) Insubordination (constant or continuing intentional refusal to obey a direct or implied order, reasonable in nature, from a school administrator, teacher, or other school personnel)
- Participating in, or inciting a school disruption
- Possession and/or detonation of an incendiary or explosive material and/or device (firecracker or greater)
- Possession and/or use of a portable pager (beeper) without prior and written approval from the school principal
- Possession and/or use of a portable telephone without prior and written approval from the school principal
- Possession of a pocket knife or possession of objects that may be considered weapons under category III(j) but are in the student's possession for genuine instructional purposes, (i.e. kitchen knives and exacto knives) without prior approval and under conditions set by the school principal
- Possession of a look-alike weapon of any kind





SCHOOL DISCIPLINE

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Category II - Continuation

- Possession, use or distribution of controlled substance-related paraphernalia (other than betel nut or cigarette rolling papers (see category I))
- Purchase of a non-controlled substance that has been represented to be a controlled substance, excluding betel nut
- Theft and/or knowingly possessing stolen property
- Trespassing on school property
- Possession and/or use of tobacco or cigarette rolling paper, repeated offense
- Possession and/or use of betel nut (pugua) and or betel nut-paraphernalia, repeated offense
- Fighting
- Conspiracy involving two or more persons to commit a category II offense
- Arson
- Assault on a PSS staff member
- Striking a staff member intervening in a fight or other disruptive activity (intentional or unintentional)
- Bomb threat
- Conspiracy between two or more persons to commit a category III offense
- Destruction and/or vandalism of school property, personal property of students and/or faculty valued at more than \$300
- Receiving, selling, possessing or distributing property stolen from the CNMI Public School System valued at \$300 or more
- Distribution and/or sale of alcohol
- Distribution and or sale of controlled substances (illegal drugs), excluding betel nut
- Possession or use of a real weapon of any kind (other than a firearm) including, but not be limited to, a switchblade knife, hunting knife, throwing star, straight razor, nunchaku, spiked glove, spiked wristband, or any mace, tear gas or pepper-spray derivative. Mace, tear gas, and pepper-spray derivatives may be carried with prior, written approval from the Commissioner of Education
- Extortion of \$300 or more
- Possession of alcohol
- Possession of controlled substance (illegal drugs), excluding betel nut
- Prescription violation (misuse of properly prescribed medicine including, but not limited to, such drugs as amphetamines and barbiturates)
- Robbery
- Use of a controlled substance (illegal drugs), excluding betel nut. Being under the influence of a controlled substance, or showing evidence or having used a controlled substance, excluding betel nut
- Use of a look-alike weapon of any kind



SCHOOL DISCIPLINE

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Category II - Continuation

- Use of alcohol, under the influence of alcohol, or showing evidence of having consumed alcohol
- Use of intoxicants which cause a loss of self-control or inebriation which include, but are not limited to, glue and solvents, excluding betel nut
- Violent behavior which creates a substantial danger to persons or property
- Fighting, repeated offense
- Any crime that is designated a felony by CNMI or federal statutes

Category III - Examples of offenses for which the student will normally be suspended and which may result in expulsion and referral to law enforcement:

- Possession, use, purchase, or sale of a firearm.
 - A firearm is defined as:
 - Any weapon which will, or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - The frame or receiver of any weapon which will, or is designed to or may be readily converted to expel a projectile by the action of an explosives.
- Excessive referrals

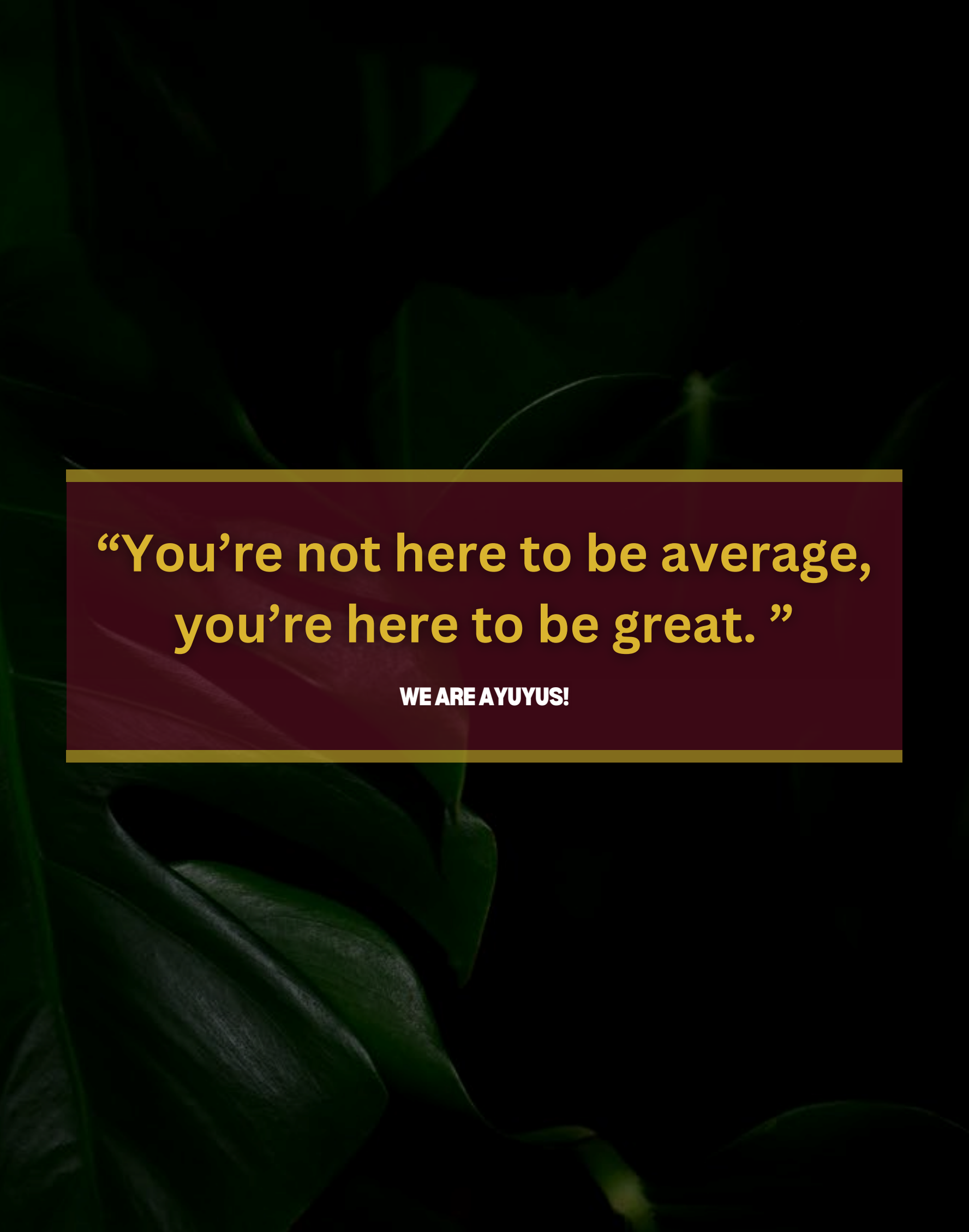
Disciplinary Action:

Disciplinary action will be determined based on a thorough investigation of the incident. The following consequences can be administered, depending on the severity of the case:

1. Work detail (family will provide transportation if it's after school)
2. Do Not Admit Status (will be sent home during school events and will be unexcused)
3. External Suspension (unexcused absence)
4. Referral to law enforcement (DPS, ABTC, etc)
5. Recommendation for Expulsion (COE will be involved in discussion)



"UNITED IN SPIRIT, LEADING WITH COURAGE"



**“You’re not here to be average,
you’re here to be great. ”**

WE ARE AYUYUS!



ABOUT KHS

Use of Facilities and Resources

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1. **Fitness Room/MMA Room:** Before a student is allowed to utilize these rooms, they must complete the Waiver Form first. Once the waiver is signed by parents and approved by KHS, student will receive a pass. The pass can be revoked/suspended for the following reasons:
 - a. Breaking school/PSS policy
 - b. Not following rules & expectations
 - c. Exhibiting unsafe behavior
 - d. Lost the pass
2. **Library and project rooms:** If you are to use the project rooms, set an appointment with the school librarian. Follow your schedule. Respect others who are using the room for their classwork. Failure to follow the rules and expectations can result in you losing your access to the library and its project rooms. Anything you borrow from the library must be checked out with the librarian.
3. **Basketball/Volleyball Courts:** Students are NOT allowed to play on the courts without proper footwear.
4. **Chemistry Lab:** Follow the rules and be safe in handling the items in this lab. Wear protective gear (gloves, goggles).



DISTRICT POLICIES SCHOOL PROCEDURES School Attendance Procedures

23

The Public School System recognizes two types of absences: excused or unexcused

- Excused absence is absence necessitated because of illness or death in the family, or absence with the written approval of parent/guardian when such approval is not inconsistent with the academic needs of the student as determined by the principal. 48 hours for parents to communicate with school, otherwise, absence will be unexcused. EMAIL is preferred communication! 12 parent notes per semester. One note can cover up to two consecutive days. If it's three consecutive days, we will require a doctor's note.
- Unexcused absences are given to students who fail to communicate a legitimate reason for being absent. A legitimate reason will include but are not limited to the following: feeling ill (with doctor's note), death in the immediate family, family emergency (with details provided), etc. They may generally be categorized as being of such a nature that prudence would have avoided or precluded the absence. Suspension and expulsions are considered unexcused absences. Notes from home will be considered case-by-case and is subject to parent conferences if it is being used many times without a doctor or other medical expert's support. 13 UNEXCUSED absences will result in loss of credit for the course.
- All students who participate in sanctioned school activities that remove the student from regular classroom attendance shall be considered as present. Sanctioned activities must have an educational purpose and students must make up any lesson or assignment missed as a result of such activity. Educational purposes include the discovery and understanding of life skills, community awareness, cultural diversity, language





DISTRICT POLICIES SCHOOL PROCEDURES

School Attendance Procedures

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ATTENDANCE PROTOCOL	STUDENT What happens if I am going to be absent?	PARENT What happens if I my child is going to be absent?
1st bell - warning bell	Email your teachers about your reason for being absent. Include your counselor and the principal.	Call or email the Truant Officer as soon as possible.
2nd bell - Students MUST be inside class to be considered ON TIME .	If you're sick, you need to obtain a doctor's note. Notes from home will only be accepted if parents communicate with the school as well.	Include the counselor, teachers, and principals in the email.
If student arrives after the bell, the teacher MUST record that student as tardy	Students have 48 hours to provide documentation to excuse absences. This documentation must come from a parent/guardian or from a doctor.	Any communication after 48 hours will not be accepted, therefore, the absence is considered unexcused.
During Bell work, Teachers are to take attendance using the attendance codes on GradeBook	Teachers are to sign the slip for acknowledgement and update gradebook records.	Encourage your child to stay current with his/her work.
Teachers send attendance electronically during the last 15 minutes of each period.	The student is to return the slip to the truant office by the end of the day.	If you do not get a response back for the email you sent, call the Main Office to speak to the Principal immediately.



DISTRICT POLICIES SCHOOL PROCEDURES

School Attendance Reporting and Pre-Arranged Absence

25

Excused Absence:

- Parents should communicate with EACH of their child's teachers the day of or before classes begin explaining the situation. Again, 48 hours is max time before absence is considered unexcused. We will accept a doctor's note once child returns to school.
- Include the Principal, Vice-Principals, and Truant Officers in that email.
 - benjamin.jones.jr@cnmipss.org
 - shirley.norita@cnmipss.org
 - francisca.bondoc@cnmipss.org
 - selena.sablan@cnmipss.org
 - clifford.nekai@cnmipss.org

**A STUDENT CAN ONLY HAVE UP TO 12 PARENT NOTES PER SEMESTER.
One parent note will be accepted for two consecutive absences.**

JUVENILE JUSTICE ACT OF 2008 –

To provide a comprehensive juvenile justice system that is based on accountability, community protection and competency development (rehabilitation).

Policies are based on Parents being financially accountable for delinquent acts and their participation in the juvenile's rehabilitation process. The policies are also based on providing a continuum of programs to achieve the 3 principles.

If a student has 13 unexcused absences (truancies) in one semester (not including

suspensions), that student can be referred to the School

Attendance Review Committee and the parents can be fined up to \$500.

Habitual truancy (3 times in one school year) can be punishable by detention at the Juvenile Detention Center.

EXCUSED ABSENCES

Parents **MUST** call the Truant Office **664-3781** on the day of the absence.

Written communication with verifiable signature and contact number will be accepted UP TO 48 hours after the absence.

Students are entitled to make up work if absences are excused with a

valid note.

(Notes are considered valid if they are authenticated by the Truant Officer.)

SANCTIONED SCHOOL ACTIVITY (SSA) – A permission slip should be signed prior to the event. STUDENTS MUST HAVE ALL THEIR TEACHERS' APPROVALS BEFORE PARTICIPATING IN SCHOOL SANC- TION ACTIVITIES.

The teacher's decision is based on:
Classroom Academic Progress
Classroom Behavior
Attendance

**SSAs are a privilege not a right.
THE TEACHER'S DECISION IS FINAL**

****Prearranged Absences & appointments should be requested using the standard form (found at the Main Office) at least 5 days before the absence. Provide official documentation to support the request for pre-arranged absence.**



DISTRICT POLICIES SCHOOL PROCEDURES School Attendance Reporting

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SHOW UP AND STEP UP, AYUYUS!

Unexcused Absence:

- Once a student reaches a total of 10 unexcused absences, the student will be referred to SARC=Student Attendance Review Committee.
- Once a student reaches a total of 13 unexcused absences, the student will receive a “NO CREDIT” for that class, which results in the student repeating the course again.
- Three tardies= One unexcused absence
- If a student is late for more than half the class period, the student is considered absent.

A STUDENT CAN ONLY HAVE UP TO 12 PARENT NOTES FOR A SEMESTER. One note can only cover two consecutive days of absence. Three days in a row should be supported with a doctor's note.

PARENT/GUARDIAN MUST USE THEIR PARENT PORTAL TO INFORM SCHOOL STAFF THAT THEIR CHILD WILL BE ABSENT FOR THE DAY. COMMUNICATE NO LATER THAN 9AM.



DISTRICT POLICIES SCHOOL PROCEDURES School Attendance Reporting

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Teachers are expected to document outreach for students who demonstrate the following at-risk academic behaviors:

- Students with absenteeism and excessive tardiness
- Students who time out due to attendance
- Students who are close to failing the course
- Students who failed the course

Student Sanctioned Activity (SSA):

- This is a privilege, not a right, therefore, a student can be removed by the school if student violates school or PSS policy. Student must have the SSA form signed by teachers and parents before the deadline to be allowed to participate in the activity AND to be EXCUSED for being absent for class.





DISTRICT POLICIES SCHOOL PROCEDURES

Pre-Arranged Absences Request Procedures

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PRE-ARRANGED ABSENCE

Application information is available at KHS main office. Submit application and supporting documents to the main office a minimum of **FIVE days prior to the requested day/s of absence**. Maximum of three weeks (at a time) will be allowed, if admin approves. There is a limit to using this form, but it is case-by-case.

Events that may be considered	Documents required to support application
Death of family member	• Obituary of direct family member • If traveling, provide itinerary
Medical referral	• Itinerary • Documentation from Medical Referral Office
Off-island competition	• Itinerary • Documentation from organization





DISTRICT POLICIES SCHOOL PROCEDURES Graduation Requirements & Class Schedule Changes

29

A minimum of 28 credits is required for graduation from the 12th grade.
The requirements are as follows:

- English (8)
- Social Studies (3) - NMI, US History or World History, US Government or Economics)
- Mathematics (6) - Algebra I, Algebra II, Geometry)
- Science (3) including Environmental Science, Biology, Chemistry)
- Foreign Language (1)
- Physical Education (2) — credit of JROTC may be substituted for 1 credit of Physical Education)
- Electives (5)

English (8 Credits)	Math (6 Credits)	Science (3 Credits)	Social Studies (3 Credits)
English Language Arts I English Language Arts II English Language Arts III English Language Arts IV	Algebra I Geometry Algebra II	Environmental Science Biology Chemistry	NMI History US History US Government

Foreign Language (1 Credit)	Physical Education (2 Credit)	Electives (5 Credits)
Japanese or Chamorro	PE I & Health PE II (JROTC may be subbed for 1 PE Credit)	Art I, II, III Culinary Arts I & II Computer Yearbook JROTC Co-Op College and Career Readiness

***SCHEDULE CHANGES ARE NOT PERMITTED**
AFTER THE SEMESTER BEGINS.



DISTRICT POLICIES SCHOOL PROCEDURES

Class Standing & Promotion / Grading Policy

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Class Standing and Promotion

The promotion of a secondary school student will be determined based on the successful completion of the designated number of credits required to advance from grade to grade. The designated number of credits will be established at the start of the school year.

Class standing for students in grades 9 through 12 shall be:

- Freshman: 0 to 7 credits
- Sophomore: 8 to 14 credits
- Junior: 15 to 21 credits
- Senior: 22 - up credits.

Grading Policy

High schools may establish honors courses in the four main academic core areas of Mathematics, Science, Social Studies, and Language Arts. Each department may identify two courses as honors courses. These → courses should be designed to meet the rigorous standards expected of at least freshman college courses. Courses shall be weighted as follows:

Letter Grade	Grade Point Average (GPA)	Grading Scale	Honor Grading Scale
A	4	93 - 100%	101 - 110%
B	3	92 - 83%	91 - 100%
C	2	73 - 83%	81 - 90%
D	1	63 - 72%	71 - 80%
F	0	0 - 62%	0 - 70%



DISTRICT POLICIES SCHOOL PROCEDURES

Documents Request Procedures/Fees

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Registrar's Office

The registrar of the school organizes, assembles, and maintains all student records, such as transcripts. When requesting for documents, please allow **TWO BUSINESS DAYS** to complete your request.

Student Record Fees*

- Student ID replacement: \$5.00
- Transcript
 - Unofficial: Free
 - Official:
 - For graduates, first copy: Free
 - Anything after the first request will be: \$5
 - Anything after the second request will be: \$3
 - Active student: No charge

*** IF KHS will mail out, there will be additional charges based on stamp and other fees.

- Diploma Copy: \$1.00
- NAP Certification Of Enrollment: Free
- Certification Documents: \$1.00 for pickup/\$3.00 for mail out (on or off island)
- Official Transcript: \$5.00/\$3.00 for additional transcripts
- Printing Copies: \$0.25 per page (Black)/\$0.50 per page (Color)
- Facsimile: \$0.25 per page (on island)/\$0.50 per page (off island)

Payments must be made in cash or checks payable to Kagman High School. Make payments at the Main Office for processing.

***Fees are subject to change. See Main Office for updated fees.**



"UNITED IN SPIRIT, LEADING WITH COURAGE"



DISTRICT POLICIES SCHOOL PROCEDURES Library Procedures

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Library guidelines are based on the American Library Association Library Bill of Rights. The American Association of School Librarians asserts that the responsibility of the school library/ media center is:

- To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials.
- To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served.
- To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards.
- To provide materials, which reflect the ideals and beliefs of religious, social, political, historical, and ethnic groups and their contribution to American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
- To provide a written statement, approved by the local Board of Education, of the procedures for meeting the challenge of censorship of materials in school library media centers. To provide qualified professional personnel to serve teachers and students.

The library is open to all students before school, after school, during break and lunch.

During class, students must have a valid pass from their teacher in order to use any of the library resources.

Online Library Resources
can be found at
www.kagmanlibrary.org

KHS Library now provides
access to e-books and audiobook

www.soraapp.com



DISTRICT POLICIES SCHOOL PROCEDURES

Obligations / Closed Campus Policy

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Obligations

Obligations are resources that have been loaned out that have yet to be returned to school. All resources that are not returned will be shared to the person who signed for them.

- School resources and documents will **NOT be released** to any student **until obligations are cleared**.
 - CLEAR OBLIGATIONS through community service and/or installments.
- As stated above, students shall not receive transcripts and other official school documents until obligations are cleared.
- If something is stolen, provide a police report as soon as possible to documents and request for an obligation waiver.
- Students shall not be allowed to borrow any additional school resources including but limited to textbooks and library books, if students possess outstanding obligations.
- Please see our Tech. Officer for details on how to clear your obligations without paying out of pocket. KHS would rather have the books and equipment back than your money.

Closed Campus Policy

KHS is a closed campus. Students are not permitted to leave the school campus once they enter or ride the bus. Parents are expected to do the following procedures in order to retrieve their child from school:

- Parents/Guardians must sign their child out. (Child is any student under the age of 18)
- Students are only permitted to leave campus with a permit/pass to leave campus authorized by the truant officer/office staff/administrators.
- AN INDIVIDUAL MUST BE LISTED UNDER THE STUDENT'S CONTACTS TO BE PERMITTED TO RETRIEVE THE STUDENT.
- **You must present valid identification upon request for a student.**



DISTRICT POLICIES SCHOOL PROCEDURES

Parking Permit / Club Charter Procedures

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Parking Permit

Application information is available at KHS main office. There is a three-day processing time. Permits may be denied if parking spaces are not available. If the student has been approved for a parking permit and his/her performance or attendance has been unsatisfactory, the applicant's permit may be revoked. ALL students will be issued a parking permit ticket (replacements will be \$5) that MUST be presented to the front gate upon entry. Incomplete applications will not be processed.

Students must meet the following requirements:	The following documents must be presented:
• Minimum of 22 credits • No major disciplinary referrals • No attendance issues	• Valid CNMI Driver's License • Valid vehicle registration • Valid car insurance • KHS Parking Permit Application (signed and approved by parents/guardians, counselor, truant office, and admin)

Club Charter Procedures

Student activities are a vital part of any school culture. KHS highly encourages students to create clubs to build interests, skills and friendships.

- If you want to start a club, please pick up a form in the main office. Use the bulletin to make announcements.
- Do not get tangled in impropriety; follow all accounting procedures:
 - Statement of Activity
 - Checks (Issued from the school)
 - Copy of:
 - Receipts
 - From Deposits
 - From Purchases



DISTRICT POLICIES SCHOOL PROCEDURES

Fundraising / Public Display of Affection

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Fundraising

NO PANHANDLING! Students will learn to earn their funds.

- Off campus fundraising **MUST** have an adult present at all times.
- The advisor is ultimately responsible for monitoring fundraising activities.
- All funds raised must be **DEPOSITED IMMEDIATELY** to the main office secretary, registrar or school treasurer. They will provide a receipt.
- The admin assistants/registrar will deposit money with the school treasurer.
- The admin assistants/registrar will maintain records and prepare monthly reports.
- 5% of all non-appropriated funds raised will be allocated to the STUCO (3%) and ADMIN (2%) accounts. These accounts are used to support school programs and activities such as Cultural Day, Pep-Rallies, and Def Jam, just to name a few..

Public Display of Affection

Being overly affectionate at school can be offensive and considered a form of sexual harassment to onlookers. The expression of feelings towards one another is a personal concern between the two individuals and thus, should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA includes but is not limited to:

- Kissing
- Fondling
- Cuddling
- Inappropriate Touching
- Rubbing/Massaging
- Caressing/Stroking/Petting





DISTRICT POLICIES SCHOOL PROCEDURES Cell Phone Policy/Dress Code

CELL PHONE POLICY:

Respect your instructional time. Respect others. Your cell phone should only be used for two reasons on campus. One, is to help you communicate with family during non-instructional time or when you ask your teachers to go to the office to use it. Two, is to help you with school projects such as note-taking, filming, and/or media editing. You should not be using it for inappropriate reasons and during instructional time. If you do so, your cell phone can be confiscated by the staff and your parents/guardians will be the ones to pick it up. Let's show respect! Let's not use our cell phones to hurt others. We are better than that! You're in high school, let's grow up and show our families that we are becoming more responsible by making better choices every day. Let's go, Ayuyus!

DRESS CODE:

KHS aims to promote college and career readiness through a dress code that emphasizes professionalism. Attire worn by students or staff that causes distraction or inhibits learning is forbidden. The definition of attire and appearance should be construed liberally to include items such as book bags, book-covers, sports-related articles, hats, lunch-boxes, and other similar items that students may bring to school. Students violating the dress code will get a documented referral.

- Parents will be informed of dress code violations and may be asked to bring replacement attire.
- If parents are unable to bring replacement attire, students may be provided dress code appropriate attire, if it is available, from the office dress code replacement box. Students will not be allowed back into the classroom until dress code violation is in compliance with. Clothing in violation with the dress code will be confiscated in the office until the end of the day.

PROHIBITED ATTIRE includes anything that promotes:	PROVOCATIVE CLOTHING includes, but is not limited to the following:
• Gang affiliations • the use of drugs, alcohol, or weapons a hazard to the student's safety or the safety of other students or staff • Prejudice material and substantial disruption of the learning process. • Provocation which draws undue attention to a person, thus disrupting the educational process.	• Spaghetti straps • Strapless tops • Bare backs • Halter Tops • See-through sheer clothing • Clothing revealing the chest, midriff, and/or upper legs • Low-cut blouses • Bottoms must be at least arms length, where the arm is fully extended at the side of the body.



DISTRICT POLICIES SCHOOL PROCEDURES

Reporting Abuse & Sexual Harrassment Bus Policy

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Reporting Abuse/Sexual Harrassment

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issues of child abuse and neglect.

School employees are required by law to report instances of suspected child abuse within 24 hours when the employee knows or has reasonable cause to suspect that a child has been or is likely to be abused, neglected or sexually molested. Staff, students and visitors experiencing or witnessing accidents/incidents or hazards should report such matters immediately using the incident report form. Parents and guardians will be subsequently notified if they are not involved with the case directly as a possible suspect.

By Commonwealth law (6 CMC Section 5315), the knowing or willful failure of any person required to make a report shall, upon conviction, be punished by imprisonment for up to one year, or a fine of \$1,000 or both.

Bus Policy

BUS SERVICES AND RULES

Bus service is available to qualifying students and students with special needs if indicated on the IEP. All KHS Bus Riders must abide by the following rules:

- Orderly behavior is required outside and inside the bus
- Students must remain seated at all times in the bus
- All parts of the body must be kept inside the bus at all times
- The Bus must be kept clean at all times. No food is allowed inside the bus.
- Teachers and volunteers may ride the bus for the purpose of supervising the students.
- All school rules apply when aboard the bus.

All bus riders need to submit and fill out the Bus Rider Form online at the CNMI PSS website.

If a student breaks any of the rules on the bus, the bus driver will complete a disciplinary form, provide a copy to the child, and inform the school administrators. Proper discipline will take place in the school setting. Bus rides are a privilege. This privilege may be taken away, leaving the parent or guardian responsible for transporting his/or child.

More PSS Policies can be found in the PSS website.

https://www.cnmipss.org/sites/default/files/Updated_07-05-2020_PSS_Student_Policies.pdf

KNOW YOUR RIGHTS

What is Sexual Harassment?

Title IX forbids discrimination on the basis of sex in any educational program or activity that receives federal funds. This includes a prohibition on sexual harassment.

The Office for Civil Rights of the U.S. Department of Education defines sexual harassment under title IX as follows:

"Verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provisions of aid, benefits, services or treatment protected under title IX."



§ 60-20-402

Sexual Harassment of Students

The Board of Education is committed to maintaining a learning environment for its students that is free from sexual harassment. Furthermore, the Board of Education strongly believes that no person in the PSS shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

This includes, but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's academic status or progress, or employment.
 - Submission to or rejection of such conduct by an individual is the basis for educational or employment decisions affecting that individual.
 - Such conduct creates an intimidating, hostile, or offensive educational or work environment.
 - Qualified students are denied educational or employment opportunities or benefits because the opportunities or benefits are given to another student or employee who submitted to sexual advances or requests for sexual favors.



WHO

Does Sexual Harassment happen to?

Sexual harassment is **not limited to** conduct by males toward females. Sexual harassment may occur between any or all of the following:

- Student to student
- Staff to student
- Student to staff
- Male to female
- Female to male
- Male to male
- Female to female



Examples of Sexual Harassment

- Unwelcome sexual advances ("unwelcome" determined on a case by case basis)
- Any invitation (even subtle) intended to result in a sexual liaison.
- Invitations to dinner or social events, when refusal results in the loss of academic status or in other adverse educational decisions.
- Propositioning a student.
- Unwelcome verbal conduct of a sexual nature
- Sexually provocative or explicit speech.
- Publicly expressed sexual fantasies.
- Jokes of a sexual or crude nature.
- Unwelcome physical conduct of a sexual nature.
- Grabbing or twisting an individual's arm.
- Any unwarranted touching.
- Sexually offensive pranks.





How to Report Sexual Harassment at School

Who do I go to if I want to report sexual harassment?

If a student believes he/she is being sexually harassed, the student should bring the concern to the attention of the building principal. If the student is more comfortable talking to someone other than the principal, they may inform any teacher, counselor or the vice principal.

What do I do if nothing happens after I tell someone at school?

You can contact the PSS Human Resources Director or you can report your concern to another PSS Official, including the PSS Legal Counsel's Office.

What happens after I make my complaint?

After a complaint is reported, an investigation will begin.



There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief that the complainant has been subjected to sexual harassment. The responsible administrator shall follow up regularly with the complaining student to ensure that the harassment has stopped and that no retaliation has occurred.



Consequences of Sexual Harassment

- Any student who engages in sexual harassment while on school property or while participating in school activities will be subject to disciplinary action, up to and including expulsion.
- Any employee who permits or engages in the sexual harassment of students will be subject to disciplinary action, up to and including dismissal.
- Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal and PSS Human Resources Director shall be disciplined appropriately.
- Any student who brings a false charge of sexual harassment shall receive appropriate discipline. The term "false charge" means charges brought in bad faith, that is, without the good faith belief that one has been subjected to sexual harassment. The term "false charge" does not include a charge that was brought in good faith but which the PSS was unable to substantiate.





TITLE IX GRIEVANCE PROCEDURES



Level One: Principal or Immediate Supervisor (May be bypassed by the grievant)

An informal meeting with the parties and the principal or the Human Resources Office-appointed mediator can solve many problems. A student who believes that he/she has been subjected to sexual harassment is encouraged to first discuss it with the teacher, counselor, or building administrator involved with the objective of resolving the matter promptly and informally. If the individual's teacher/supervisor is the person alleged to have engaged in sexual harassment then the grievant should skip level 1 and go directly to level 2.

Level Two: The Investigation

If the complaint or issue is not resolved at level 1 or if the grievant chooses to skip level 1, the grievant may file a signed, written grievance stating:

- The nature of the grievance
- The remedy requested; and
- The date the grievance was submitted.



The level 2 written grievance should be filed with the PSS Human Resources Director within **fifteen days** of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

The PSS Human Resources Director may appoint an investigator to investigate a written grievance. If possible, the investigator will resolve the grievance. If the parties cannot agree on a resolution, the PSS Human Resources Director or appointed investigator will prepare a written report of the investigation that shall include:

- A clear statement of the allegations of the grievance and remedy sought by the grievant.
- A statement of the facts as contended by each of the parties.
- A statement of the facts as found by the appointed investigator and identification of evidence to support each fact.
- A list of all witnesses interviewed and documents reviewed during the investigation.
- A narrative describing attempts to resolve the grievance.
- The appointed investigator's conclusion as to whether the allegations in the grievance are meritorious.



The investigator shall consult with the Human Resources Director and/or Legal Counsel's Office during the investigation and attempted resolution of the grievance.

The appointed investigator will complete the investigation and file the report within thirty days after receipt of the written grievance. The investigator shall file the report with the Human Resources Director and Legal Counsel's Office and the Human Resources Director will make any necessary recommendations and forward the report to the Commissioner's office.

If the Commissioner/designee agrees with the recommendations of PSS Human Resources Director, the recommendations will be implemented. The Commissioner/designee will inform the grievant in writing of his or her decision and any action that will be taken.

Level Three: Appeal to The Board of Education

If the Commissioner rejects the recommendations of the Human Resources Director, and/or either party is not satisfied with the recommendations from level 2, either party may make a written appeal **within ten days** of receiving the report of the Commissioner to the Board of Education. On receipt of the written appeal, the matter shall be placed on the agenda of the Board of Education for consideration within thirty days. A decision shall be made and reported in writing to all parties **within thirty days** of that meeting. The decision of the Board of Education will be final.



Other Options for Grievant

At any time during this process, a grievant may file a complaint with the U.S. Department of Education, Office for Civil Rights, the Equal Employment Opportunity Commission and/or the Federal Omnibusman to the Commonwealth.

Enforcement

Each building administrator is responsible for maintaining an educational and work environment free from sexual harassment. Principals shall take appropriate action to ensure that the students are aware of and knowledgeable about these policies and that discipline action is taken whenever warranted. In accordance with their responsibilities, each building administrator, or his/her designee, shall take appropriate actions to enforce the PSS's sexual harassment policy, including but not limited to following:



Whenever Warranted as Needed

- Removal of all sexually offensive graffiti from the school premises.
- All teachers, counselors, and administrators shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as-needed basis.
- The building administrator shall take prompt action to investigate all complaints of sexual harassment.
- The building administrator shall take appropriate disciplinary action, as necessary.



Before the First Four Calendar Weeks of School

Schools and programs shall conduct an in-service to all staff regarding sexual harassment, including sexual harassment involving students.

During the First Week of School

Designated teachers shall discuss this policy with their students within one month after its adoption by the Board and during the first week of the school year thereafter. Written copies of the policy shall be given to each student in grades six through twelve (and in lower grades as may be appropriate) as part of these discussions. Discussion shall be conducted in age appropriate manner and should assure students they need not tolerate any form of sexual harassment.

Before the End of September

Student instruction regarding sexual harassment shall be provided annually by the end of September to all students in grades six through twelve. Age appropriate instruction will also be presented to pre-kindergarten through fifth grade students.



Notification

A copy of the PSS sexual harassment policy shall:

- Be included in the notifications that are sent to parents/guardians at the beginning of each school year.
- Be displayed in a prominent location near each school principal's office.
- Be included in any orientation program conducted for new students in grades six through twelve.
- Appear in any PSS or Board of Education publication that sets forth the PSS or building's comprehensive rules, regulations, procedures, and standards of conduct for students.

SECTION: 03

Emergency Protocols



"UNITED IN SPIRIT, LEADING WITH COURAGE"

**SUBJECT TO CHANGE WITH
THE NEW FIRE ALARM AND
INTERCOM SYSTEM**



EMERGENCY PROTOCOLS

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EMERGENCY REFERENCE TABLE

Evacuation Protocol

Signal: Intercom Message

Lockdown Protocol

Signal: Intercom Message

Fire

Active Shooter

Bomb Threat

Shelter-in-Place

Tsunami/Earthquake

Fights/Aggressive
Situations

In the event there is no power, we will use the megaphones, hand-held radios, and the phone messaging system (WhatsApp).

Fire Drill Schedule

Qtr	Date
1st	September 25, 2025
2nd	November 19, 2025
3rd	February 24, 2026
4th	April 30, 2026

Lockdown Drill Schedule

Semester	Date
1st Sem.	October
2nd Sem.	March

SAFE ZONES

1. SOUTH FENCE LINE

2. COVMS SOCCER FIELD

3. COVMS SOFTBALL FIELD

4. TANK BEACH





EMERGENCY PROCEDURES

Evacuation Protocols

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EVACUATION PROTOCOLS

Fire, Bomb Threat, Tsunami

Incident Commander (IC) will inform the COE, DFEMS, and DPS immediately.

- If it's a bomb threat, IC will use the LANDLINE to call 911 and report the emergency. Avoid the use of Cell phones. It might activate the bomb. Otherwise, call First Responders by any means possible.
- KHS School Emergency Response Team (SERT) will be activated.
- Notifications will be sent to families in a timely manner.
- Foxtrot Team will assemble cones at Safe Zone 1 to block traffic.
- DO NOT LOCK your doors. Leave all your personal belongings, including bags.
- Staff will carry the Emergency Binder to Safe Zone 1.
- KHS SERT will clear the school of stragglers.
- Fast-pace walk, in orderly fashion, towards Safe Zone 1, unless conditions require a change in Safe Zone.
- Teachers: Once you're done taking attendance and your students are all accounted for, remain on the grass with your students. If you realize that not all the students are accounted for, the teacher must step onto the pavement, face binder (red side) up to indicate that you are missing a student.
- Wait for "all clear" signal→Regular bell OR announcement over megaphone.
- If we are not allowed back on campus for the rest of the day, staff and admin will prepare students for bus transportation and parent pick up at Safe Zone 2.



"UNITED IN SPIRIT, LEADING WITH COURAGE"



EMERGENCY PROCEDURES

Lockdown Protocols

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LOCKDOWN PROTOCOLS:

Active shooter, Shelter-in-Place, Fights/Altercations

- Incident Commander (IC) will inform the COE, DFEMS, and DPS immediately.
- KHS SERT will be activated.
- Foxtrot Team will close and lock all entrances, only allowing emergency personnel in.
- Public Informant will send out notification to families in a timely manner.
- Teachers in classrooms: Immediately after hearing the signal, quickly check outside for stragglers and bring them in immediately.
- Lock all doors and if possible, shutters as well.
- If it's an **Active-Shooter Situation**, position students away from the doors and visible areas.
 - Teachers who are outside of campus: Proceed straight to the Kagman Fire Station and report the issue. Remain there until the Response Team arrives. Be looking at your phone for updates from the Response Team.
 - Students in the restroom: Lock it and remain inside. Stay quiet and stay calm. Hide inside the stalls and lock it as well until the Response Team arrives. **DO NOT OPEN THE DOOR FOR ANYONE.**
 - Students in the open area: If you are at the basketball court or parking lot, exit the campus and proceed to the Fire Station immediately. Inform the Fire Station of the emergency. Remain there until the Response Team arrives.
- **DO NOT** open your doors, even if the admin/police is knocking on your door. The KHS School Emergency Response Team, with appropriate authorities, will have the key to unlock your door.
- Only if it's possible, take attendance of all students who are in class.
- Wait quietly inside until the Administrator/Police opens your door and gives further instructions.



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EMERGENCY PROCEDURES

Earthquake Protocols / Safe-Zones

Earthquake Protocols

- Students and staff will respond quickly and hide under tables closest to them.
- If you are outside the classroom, make your way to the closest open area. Stay away from buildings, poles, and trees.
- If evacuation is necessary, the bullhorn will be used to initiate evacuation.
- Take your Emergency Binder with you and make sure all your students are accounted for at Safe Zone 1.
- Teachers: Once you're done taking attendance and your students are all accounted for, remain on the grass with your students. If you realize that not all the students are accounted for, the teacher must step onto the pavement, face binder (red side) up to indicate that you are missing a student.
- Once everyone exits the campus, NO ONE is allowed back on campus until it is declared safe.
- Wait for All-Clear signal: regular bell and announcement over megaphones.
- Staff will be instructed whether students will be dismissed or not.

Safe Zones

- SAFE ZONE 1: IMMEDIATELY OUTSIDE THE SCHOOL FENCE IN DESIGNATED AREAS ACCORDING TO ROOM SIGNS.
- SAFE ZONE 2: CHACHA OCEANVIEW MIDDLE SCHOOL SOCCER FIELD
- SAFE ZONE 3: CHACHA MIDDLE SCHOOL SOFTBALL FIELD
- SAFE ZONE 4: TANK BEACH





EMERGENCY PROCEDURES

Medical Emergencies

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- First person on scene (Reporter)

- Inform the Main Office immediately.
- Do not move an injured person unless it is a life-threatening situation.
- Remain with the injured person until the emergency personnel arrive.
- Fill out an "Incident Report" and submit a one copy to the Main Office and one for the student to bring home. Make sure an admin acknowledges the copy before student goes home.

- Main Office:

- Call 911 immediately. Describe the medical emergency as detailed as possible.
- When communicating with DFEMS (Emergency Personnel), prepare to give your name, specific location of incident, and telephone number.
- Print out the Bio-Data for the student and have it ready for the emergency personnel.
- Inform Front Gate to clear traffic for emergency personnel to arrive.
- Have a person waiting at the front of the Main Office to escort the emergency personnel to the injured person.
- Scan and email the Incident Report to admin for filing.
- Inform teachers that the injured person will be excused from classes and to be on standby for further information from the student's counselor regarding attendance for the coming days.
- Communicate with student's family immediately.

- Admin

- Will communicate the details of the situation to the parents/guardians of the injured person. A copy of the incident report will be provided to the parents of the injured person.

- Counselor:

- Call home and do a follow up on the student.
- Contact parents and see if the student will need extra days out. If so, notify affected teachers and Truant Officer for attendance purposes.



EMERGENCY PROCEDURES

Power & Water Outage

Power Outage

- Inform A-Team to open shutters for classrooms, offices, and cafeteria, if necessary.
- Inform teachers to release students to their next class based on the time and not to wait for any bell. The megaphone can be used to assist with transition.
- A-Team must be out helping supervision during transition so students are directed to class on time.
- Classes will proceed unless directed otherwise by the COE.

Water Outage

- Incident Commander will communicate with the COE about the situation and get more information as to what time water will return.
- Inform the A-Team to activate the water pump.
- If the water pump is not able to work, the Incident Commander will communicate with the COE about the situation and update the rest of the team about next plan, which is possible early dismissal.





MESSAGE TO PARENTS

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- **REMAIN CALM AND PLEASE BE PATIENT.**
- **DO NOT TRY AND ENTER CAMPUS DURING A CRISIS EVENT. THIS CAN CAUSE TRAFFIC.**
- **KHS WILL WORK WITH EMERGENCY PERSONNEL TO SAFELY REUNITE OUR STUDENTS WITH THEIR FAMILIES.**
- **KHS WILL BE IN COMMUNICATION THROUGH EMAILS AND SOCIAL MEDIA PLATFORMS.**

SECTION: 04

Parent & Student fundamentals



"UNITED IN SPIRIT, LEADING WITH COURAGE"



PARENT & STUDENT FUNDAMENTALS

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- These are the things that everyone must do on a consistent basis in order to establish and maintain the proper environment for teachers to teach and students to learn.

Attendance Matters

- Classes start on time. Students and teachers are expected to be in class by the TARDY bell (second bell).
- The warning and tardy bells are reminders for everyone to be prompt. Absences must be communicated within 48 hours or they will remain unexcused. Only exception after 48 hours will be a doctor's note.
- 3 Tardies = 1 UNEXCUSED absence
- 13 Absences = no credit.
- No credit = Retake the course regardless of grade.
- Refer to the "attendance" page for more expectations on attendance protocols.

Classes start on time.

- Protect instructional time, make good use of it.

Document, Document, Document!

- If it isn't written down, it didn't happen!
- Accurate documentation is essential; from grades to attendance.

Follow established classroom norms and expectations

- Norms and expectations are the provisions and procedures necessary to establish and maintain an environment in which instruction and learning can occur.

Model mutual respect

- Character counts! Respect is earned. You must give it to get it back.

Students are to remain in the classroom until the teacher dismisses the class.

- The Teacher dismisses you, not the bell. The dismissal bell is a reminder for teachers.

Be proactive in your education.

- Do not wait until the week before the report card to check on your grades and progress. As soon as you know you need help (fail a quiz, feel lost, miss class), talk to your teacher right away!



PARENT & STUDENT FUNDAMENTALS

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Follow all rules and expectations.

- Do not violate the handbook guidelines.

Get Involved

- Join a club!
- ENTER A CONTEST!
- Come to PTSA meetings and parent literacy events!

Open communication

- Call the main office or truant office if your child is absent for any reason.
- 664- 3781 for the Main Office/ 237 - 3189 for the Truant office.
- Update your contact information regularly and as soon as it changes. We want to be able to contact you!

Monitor academic achievement

- Come to EVERY progress report event! This is the time to see how we can work together!!
- Research shows that parents who are involved with monitoring academic achievement have kids who achieve more.
- You can monitor student progress online. All students and parents have access to grades and attendance. Get your login info from your teacher.
- Interventions are most successful when they are immediate.

Outreach

- Get involved!
- Come to every progress and report card date!
- Volunteer time!
- Give KHS your tax! Donate your tax contributions through the Educational Tax Credit program. Even households can donate this tax to schools!

**PLEASE support our school! Donate to:
KHS Educational Tax Credit ID # 66-0446193-41.**



"UNITED IN SPIRIT, LEADING WITH COURAGE"



PARENT & STUDENT FUNDAMENTALS

Student Rights

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Know your rights to protect your rights!

Every student has the rights to:

- **Attend school in a regular and timely manner.**
- **Learn and follow school rules, policies and standards of conduct.**
- **Respect the rights and feelings of others. Care for public property and property of others.**
- **Use available opportunities to learn. Complete assignments promptly and as neatly and accurately as possible.**
- **Replace lost or damaged instructional materials issued to the students.**
- **To have health insurance coverage while they are in any public school in the CNMI.**





PARENT & STUDENT FUNDAMENTALS

FERPA Policy

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To All PSS Parents:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 5 days of the day the PSS receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangement for access and notify the parents or eligible students of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parents or eligible students believe are inaccurate or misleading. Parents or eligible students may ask the Public School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the PSS decides not to amend the record as requested by the parent or eligible student, the PSS will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the PSS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the PSS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the PSS may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.



PARENT & STUDENT FUNDAMENTALS FERPA Policy

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(FERPA Policy - Continuation)

4) Upon request, parents are entitled to a copy of the complete Board policies and regulations regarding student records. Please contact the principal for a copy.

5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the PSS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-

**For more information pertaining to the CNMI
Public School System policies, please visit**

https://www.cnmipss.org/sites/default/files/Updated_07-05-2020_PSS_Student_Policies.pdf



"UNITED IN SPIRIT, LEADING WITH COURAGE"



**“Don’t stop when you’re tired.
Stop when you’re done.”**

WE ARE AYUYUS!

SECTION: 05

P.S.S. School Year Calendar 25-26

KHS Dates to Remember



"UNITED IN SPIRIT, LEADING WITH COURAGE"



CALENDAR

CNMI Public School System K - 12 School Year Calendar 2024 - 2025

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CNMI Public School System K-12 SCHOOL YEAR CALENDAR 2025-2026

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
12	Friday Staff Report to Work					
12-18	School-level PD (No school for students)					
19	First Day of Instruction					

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
1	Labor Day (Holiday)					
22	Inter-session Day					

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
13	Commonwealth Cultural Day (CNMI Holiday)					
20	School-level PD (No school for students)					
27	Second Quarter Begins					

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
4	Columbus Day (Holiday)					
11	Veterans Day (Holiday)					
26	Thanksgiving Day (27 Hours)					
27	Thanksgiving Day (Holiday)					
28	Student Teacher Break					

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
8	Constitution Day (Holiday)					
22-23	Student Teacher Break					
25	Christmas Day (Holiday)					

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	New Year's Day (Holiday)					
2	Student Teacher Break					
19	Martin Luther King, Jr. Day (Holiday)					
26	Third Quarter Begins					

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						
8	Inter-session Day (No school)					
16	Presidents Day (Holiday)					

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
24	Columbus Day (CNMI Holiday)					
27	Fourth Quarter Begins					
30-31	Student Teacher Break					

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
1-2	Student Teacher Break					
3	Good Friday (CNMI Holiday)					
6	Inter-session Day (No school)					
20	School-level PD (No school for students)					

MAY						
S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
8	Inter-session Day (No school)					
25	Memorial Day (Holiday)					

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
30	Last Day of Instruction (School shut)					
11-15	School-level PD (No school for students)					
19	Juneteenth (Holiday)					
22	First Day of Summer School					

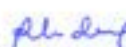
JULY						
S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
3	Independence Day (Holiday) (No school)					
24	Last Day of Summer School					

Legend	
	School-level PD for staff/No school for students
	CNMI and Federal Holidays
	Quarter Bunching/First & Last Day of SY 25-26
	Student and Teacher Breaks
	Inter-session Day (Day Off for the School District)
	Summer School

186 School Days	
Monday's are designated full-day activities for students and in-service professional development for staff	
1st Quarter	August 19, 2025 - October 24, 2025 45 Days
2nd Quarter	October 21, 2025 - January 16, 2026 45 Days
3rd Quarter	January 20, 2026 - March 26, 2026 45 Days
4th Quarter	March 27, 2026 - June 10, 2026 45 Days

2026 High School Graduation Dates		
May 26	Torrey High School	9:00 PM
May 28	Dr. Rita Mangione Senior High School	9:00 PM
May 29	Marines High School	9:00 PM
June 1	Dr. Vik Academy	9:00 PM
June 2	Rapson High School	9:00 PM
June 5	Sageon Southern High School	9:00 PM

2026 Middle & Jr. High School Promotion Dates		
May 26	Torrey Middle School	9:00 AM
May 27	Daniel Middle School	9:00 AM
May 28	Dr. Rita Mangione Junior High School	9:00 AM
June 1	Torrey Middle School	9:00 AM
June 2	Chacha Olanrewaju Middle School	9:00 AM
June 5	Francisco M. Salido Middle School	9:00 AM
June 6	Adriana Halcón G. Hopes Middle School	9:00 AM


Christopher K. Ogunmola-Usang
Chairperson, 186 CNMI State Board of Education

April 8, 2025
Approved Date


Lawrence F. Canacho, Ed.D.
Commissioner of Education

STUDENTS FIRST ~ EDUCATORS ALWAYS



CALENDAR

KHS Important Dates to Remember

55

Dates to Remember

	<i>Semester 1</i>	<i>Semester 2</i>
Semester Dates	August 19 - January 16	January 20 - June 10
Mid-Progress Grades Due	October 29	April 8
Mid-Progress Report	November 3	April 13
Final Exams (Underclassmen)	January 14 and 15 <i>Make-up: January 16</i>	June 3 and 4 <i>Make-up: June 5</i>
(Seniors)	January 14 and 15 <i>Make-up: January 16</i>	May 14 and 15 <i>Make-up: May 18</i>
Grades Due (Underclassmen)	January 21	June 9
(Seniors)	January 21	May 20
Report Card	January 23	June 10
Senior Last day	N/A	May 18
Graduation Practice	N/A	May 28 (KHS) May 29 and June 1 (Grad Venue)
Senior Award Ceremony	N/A	TBD
Graduation	N/A	June 2

Statewide Assessment Schedule

	<i>Semester 1</i>	<i>Semester 2</i>
STAR Screener 1	September 8 - September 26	N/A
NWEA MAP Growth (Pilot Test)	November 3 - November 24	N/A
STAR Screener 2	N/A	January 20 - February 6
WIDA	N/A	February 2 - March 20
MSAA - Multi-State Alternate Assessment (11th Grade)	N/A	March 9 - April 24 (Tentative)
STAR 2025 Outcome	N/A	April 21 - May 8
Standard Based Assessment (SBA)	January 12 - January 13 <i>Make-up: January 16</i>	May 12 - May 13 <i>Make-up: May 14 - 20</i>
Portfolio-Based Alternate Assessment (9th and 10th Grade)	January 12 - January 16 (Portfolio due to ARE January 16)	May 12 - May 20 (Portfolio due to ARE May 20)



**“How you do one thing is how
you’ll do everything.”**

WE ARE AYUYUS!

SECTION: 06

Monthly Planner



"UNITED IN SPIRIT, LEADING WITH COURAGE"



GOAL TRACKER

August

58

MONTHLY GOALS

(Check box if accomplished)

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WEEKLY GOALS

(Check box if accomplished)

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DAILY GOALS

(Check box if accomplished)

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ACTION CHECKLIST

August

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Occasion:

(Check box if accomplished)

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Notes:



GOAL TRACKER

September

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MONTHLY GOALS

(Check box if accomplished)

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WEEKLY GOALS

(Check box if accomplished)

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DAILY GOALS

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ACTION CHECKLIST

September

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Occasion:

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Notes:



GOAL TRACKER

October

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MONTHLY GOALS

(Check box if accomplished)

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WEEKLY GOALS

(Check box if accomplished)

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DAILY GOALS

(Check box if accomplished)

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ACTION CHECKLIST

October

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Occasion:

(Check box if accomplished)

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Notes:



GOAL TRACKER

November

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MONTHLY GOALS

(Check box if accomplished)

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WEEKLY GOALS

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DAILY GOALS

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ACTION CHECKLIST

November

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Occasion:

(Check box if accomplished)

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GOAL TRACKER

December

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MONTHLY GOALS

(Check box if accomplished)

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WEEKLY GOALS

(Check box if accomplished)

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DAILY GOALS

(Check box if accomplished)

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ACTION CHECKLIST

December

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Occasion:

(Check box if accomplished)

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GOAL TRACKER

January

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MONTHLY GOALS

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WEEKLY GOALS

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DAILY GOALS

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ACTION CHECKLIST

January

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Occasion:

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GOAL TRACKER

February

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MONTHLY GOALS

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WEEKLY GOALS

(Check box if accomplished)

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DAILY GOALS

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ACTION CHECKLIST

February

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Occasion:

(Check box if accomplished)

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Notes:



GOAL TRACKER

March

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MONTHLY GOALS

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WEEKLY GOALS

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DAILY GOALS

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ACTION CHECKLIST

March

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Occasion:

(Check box if accomplished)

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Notes:



GOAL TRACKER

April

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MONTHLY GOALS

(Check box if accomplished)

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WEEKLY GOALS

(Check box if accomplished)

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DAILY GOALS

(Check box if accomplished)

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ACTION CHECKLIST

April

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Occasion:

(Check box if accomplished)

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Notes:



GOAL TRACKER

May

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MONTHLY GOALS

(Check box if accomplished)

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WEEKLY GOALS

(Check box if accomplished)

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DAILY GOALS

(Check box if accomplished)

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ACTION CHECKLIST

May

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Occasion:

(Check box if accomplished)

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Notes:



GOAL TRACKER

June

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MONTHLY GOALS

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WEEKLY GOALS

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DAILY GOALS

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ACTION CHECKLIST

June

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Occasion:

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Notes:



GOAL TRACKER

July

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MONTHLY GOALS

(Check box if accomplished)

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WEEKLY GOALS

(Check box if accomplished)

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DAILY GOALS

(Check box if accomplished)

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ACTION CHECKLIST

July

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Occasion:

(Check box if accomplished)

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Notes:

If you are interested in getting a hard copy of the student handbook, please email the following staff members your name and contact number. Once your print is ready, we will contact you for pick up.

jarren.mendiola@cnmipss.org

rhine.russell@cnmipss.org

scott.borja@cnmipss.org

benjamin.jones.jr@cnmipss.org

