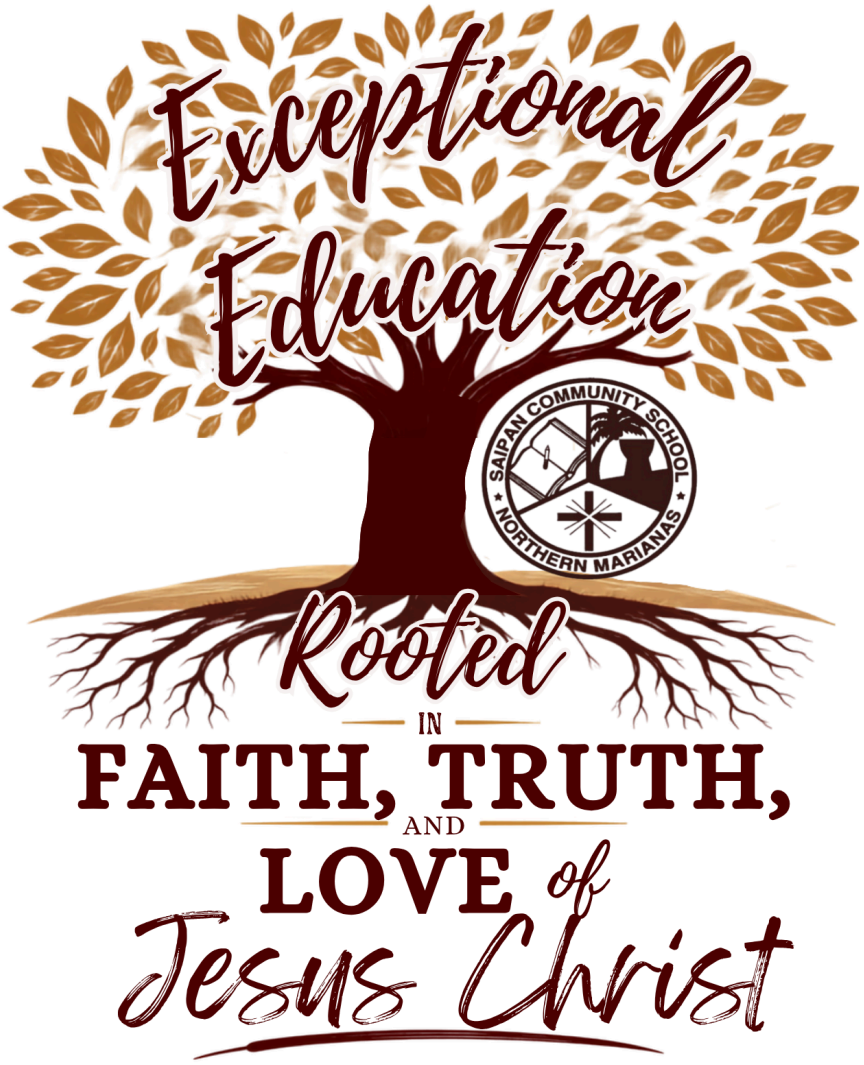
SAIPAN COMMUNITY SCHOOL

Let them give glory to the LORD, and declare His praise in the islands. Isaiah 42:12

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PARENT, GUARDIAN, & STUDENT HANDBOOK 2026 - 2027



Saipan Community Admin Office Hours:
Monday – Friday 7:00 a.m. - 3:00 p.m.

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PREFACE

Hafa Adai! The following pages contain important information for you as parents and students of Saipan Community School. We pray that by working together as parents, students, faculty and staff, we will be able to provide a Christ-centered and exceptional educational experience for all.

MISSION AND VISION

The mission of Saipan Community School is to provide an exceptional education that is rooted in faith, truth, and the love of Jesus Christ.

The vision of Saipan Community School is to nurture students who are transformed by grace and marked by a distinctive joy in learning and service, who participate in building God's kingdom by reflecting Christ in every aspect of their lives.

WHAT WE BELIEVE

We believe that there is only one true, living and eternal God, and that He has revealed Himself in the Godhead as Father, Son, and Holy Spirit.

We believe that the Holy Scriptures are the Old and New Testaments, the inspired and infallible Word of God, and therein is found the only reliable guide of Christian faith and conduct.

We believe that God created man in His own image to have fellowship with him, but that man has disobeyed God. All have sinned, and sin results in separation from God.

We believe that God wants man to be reconciled to Himself and has provided for reconciliation through the redemptive work of his Son, Jesus Christ.

We believe that man experiences reconciliation, by the grace of God alone, when personal faith is placed in Jesus Christ.

We believe that true reconciliation will be evident in love for both God and fellow man.

EDUCATIONAL PHILOSOPHY

The essence of Christian education is to cultivate a love for the true, the good, and the beautiful. Equipping students to not only seek but find these inspires a lifelong love of learning. Christian education aims to nurture young people to know and love their God, to be well prepared for a life of service as they follow the call God has placed on them and join in the work of building His kingdom here on earth. These lofty goals are attained through a myriad of moments each day in the classroom that can be understood through the lenses of the role of the teacher, the student, the curriculum, the pedagogy, and the culture.

The gift of teaching is God-given. The ability to meet students where they are and draw them into understanding through thoughtful questioning and clear explanation and demonstration is not something that can be conjured up, but must rely wholly on His grace and gift. A teacher must first serve as an example of a deep love of learning. Enthusiasm and curiosity about the world and God's created order is best caught, rather than taught. This posture should also lead to a constant pursuit of continuous growth as they polish their craft. Secondly, the teacher must have both the humility and insight to see the students as they are, to rightly discern their starting points, and to chart the path that will lead each child to mastery of skills and concepts. Finally and most importantly, teachers must take seriously their call to serve as image bearers of God to the children in their classrooms. They model to the students a life of faithful dependence on a gracious God, and their words and actions must reflect this weighty call. Teachers who see their students as God's children, placed in their care, will work hard to offer them the best possible education.

Students, as well, are image bearers of the Creator, and as such each one should be treated with dignity and respect. Their gifts and talents should be cultivated and celebrated for the glory of God the Father. Yet they, like we, are also fallen and broken by sin. This knowledge should not cause despair, but serve to guide the teacher as they correct and nurture the students to a greater understanding of the unlimited grace of Jesus Christ. Students must take ownership of their education, investing their full energies and capabilities in the pursuit of truth, goodness, and beauty. This honors the gifts that God has given each one, imbuing them with dignity as equal partners in the learning process.

The curriculum taught is vital to ensuring that the students' loves are shaped toward the things that are true, good, and beautiful. The curriculum offered as a Christian school must be distinctive, rigorous, and of the highest quality. Beautiful and redemptive literature, strong conceptual mathematics, intentional and systematic language instruction--each of these contributes to a strong foundation in essential skills. Just as significant are the sciences in revealing God's immeasurable creativity and beauty, the study of history in opening students' perspectives and instilling a deep respect for all cultures based on understanding of their past, and the study of Scripture for tuning their ears to recognize the voice of their Savior. The fine arts, physical education, and

co-curricular activities are equally important for raising up complete humans who use every aspect of their being to bring praise and glory to their Creator.

The pedagogy used should reflect the developmental stages and needs of each grade level and each individual student. Providing opportunities for every student to learn in their preferred mode also strengthens those whose learning styles might be different. Recognizing the strengths of each age and capitalizing on them–working with the grain of the child's development–leads to greater joy in the process. A day filled with opportunities for creativity as well as skill practice, hands-on experimentation as well as silent individual work, cooperative learning alongside direct instruction--all of these work together to solidify the mastery of the content at hand.

The culture and community in which the teachers, students, curriculum, and pedagogy exist is of great importance. In order to effectively incorporate each of these teaching strategies, the culture of the classrooms must be one of Christian love, warmth, and order. Teachers must remain in control and clearly set expectations for their students while assuring them in word and action of their wholehearted love for each one. Only then will students feel the security to take risks, ask questions, and fail without shame, which is essential for learning. Discipline issues that arise should be approached with grace and truth in equal measure, and the heart behind misbehavior should be examined and considered when administering consequences and opportunities for restoration, all while shepherding students back to the proper path. Additionally, the school culture as a whole should be shaped by service: to God, one another, and the community in which we live. In this way, students are prepared to serve God as they work with Him to build His kingdom in whatever educational pursuit, field, career, or mission into which He has called them.

Each of these factors must work together in order to accomplish the highest goal of education: to teach students to seek, find, and fall ever more deeply in love with the Truth, Goodness, and Beauty that is Jesus Christ Himself.

SCHOOL-WIDE LEARNING OUTCOMES

Saipan Community School Biblically-based school-wide learning outcomes that incorporate the principles provided by SCS parents, students, teachers, staff, alumni and community:

Spiritual Foundation - Students will be equipped to develop a personal relationship with God and demonstrate Christ-like character in all areas of their lives.

Academic Excellence - Students will develop a lifelong love of learning and the ability to integrate Biblical truth with academic disciplines.

Servant Leadership - Students will learn to serve others with humility and compassion, reflecting the example of Jesus Christ.

Global Citizenship - Students will demonstrate a commitment to justice and cultural understanding, actively engaging in the world around them in a Christlike way to promote peace and reconciliation.

Stewardship - Students will understand their responsibility to care for God's creation and use their gifts and talents to positively impact their communities and the world.

These SCS School-wide learner outcomes align with Biblical principles found throughout the Bible, including love for God and neighbor, serving others, stewardship of resources, and seeking justice and righteousness.

ADMISSIONS POLICIES/PROCEDURES

Saipan Community School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Saipan Community School does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its admission policies, educational policies, athletic, and other school-administered programs.

Entrance Standard/Entrance Test

SCS accepts students whose grade point average and entrance test scores are average to above average.

Promotion from elementary to junior high is not automatic. Fifth graders must have average to above average scores on standardized testing or pass a junior high entrance exam in order to be accepted into the sixth grade.

Transfer Students

Transfer students must present an official transcript to the principal prior to acceptance, preferably during the interview. Students with an unofficial transcript are eligible for conditional enrollment of thirty days. An official transcript must be received within thirty days, if the student is to continue at SCS.

Evaluation Period

Each new student is considered to be a probationary student for a period of up to one semester. If a student is unable to adjust to the behavioral or academic requirements of SCS, the administration will notify the parent and request the student to transfer out. The same procedure may be followed at any time during the school year if necessary.

Class Size
Traditional SCS class size is limited to 24 students in grades 1-8.
Kindergarten is limited to 18 students.

REGISTRATION

Students already enrolled in SCS (and their siblings) may register for the next school year during the month of March. Registration for new students is held in April.

Registration requirements for Kindergarten
Students entering Kindergarten must be five years old by September 1 of the current school year.

Registration Procedures for New Students
Application must be made at the school office. Student placement is based on age, knowledge, and prior work completed. A placement test may be administered to help determine the student's academic level.

Application requirements include the following forms:

1. Registration Form
2. Emergency Medical Form
3. Health Information Form
4. Certificate of Immunization (Blue Public Health Card)
5. Birth Certificate
6. Document of legal adoption or legal guardianship (if the persons registering the student are not the natural parents)
7. Health Insurance Form
8. Other BOE requirements

FEES

In order to prepare an accurate class list for the coming school year, SCS requires payment of registration, book, and supply fees at the time of registration. The first month's tuition (to include band if applicable) is due by June 10. All of these fees are non-refundable.

Tuition Fees/Policy
Tuition is charged yearly for Kindergarten through eighth grade and may be paid in ten monthly installments. The first month's payment is due to complete registration and is non-refundable; the other payments are due the first of each month (September through May). The registration fee will be refunded if tuition payments are made in advance for the entire year before August 31. Contact the office for a current tuition fee schedule.

Materials Fee
Annual Materials Fees are due at the time of registration and are non-refundable.

Book Replacement Fee
Students will be charged the full price of lost textbooks. Charges will be added to tuition payments if they are not cleared with the teacher or the office.

Band Fee
Band students are charged a monthly band fee, which should be included with tuition payments at the first of each month.

Late Tuition Payments Fees
SCS depends upon prompt payment of tuition to carry on its program. All accounts not paid by the tenth of each month will be charged a $20.00 late fee. **After 30 days of non-payment your child may be dropped from the class list.**

Returned Checks Fee
A fee of $35.00 will be charged on all returned checks.

Tuition Refunds Policy
If a student decides to leave Saipan Community School permanently and has an advance payment on tuition fee, an Advance Notice of at least fifteen (15) days is required to give ample time to process the refund. The refund will be given based on the method of payment that was used when the advance tuition fee was made.

WITHDRAWALS AND TRANSFERS

Transfer or withdrawals from SCS involve the following procedures:

1. Parents are asked to contact the school office in writing as soon as possible to establish the last day of attendance.
2. Before the last day of attendance, parents must pay all financial obligations.
3. A fee of $10.00 will be charged for student transcripts. Official Transcripts will be presented in a sealed envelope to preserve accuracy.
4. Permanent Records will be forwarded to the new school upon the signing of a release form by the parent and all bills are taken care of with the school.

OPEN HOUSE/ ORIENTATION NIGHT

Parents and students are to attend the school's 2025-2026 SCS Open House, Parent Orientation Night scheduled for **August 20, 2026, at 6:00pm**. Students and parents should meet in the church for a general assembly and will be dismissed to the individual classrooms. This night will also serve as an open house for friends and family interested in enrolling at Saipan Community School.

ACADEMIC PROGRAM

SCS offers an education in the following grade levels:

- Kindergarten- Kindergarten is a full-day session.
- Elementary- SCS considers Elementary school to be from the first to fifth grades.
- Junior High- SCS considers Junior High to be from the sixth to the eighth grade.

BIBLICAL PERSPECTIVE

A Biblical perspective is incorporated into every aspect of the school day, from curriculum to teaching pedagogies to discipline and culture. Teachers consistently find opportunities to point students to the ways each subject taught reveals the character of God and truth of His Word. Spiritual formation such as communal worship, prayer, and memorization of Scripture are essential parts of the school day rhythms. The teacher is a living example of the life of a faithful Christian, and this responsibility is taken very seriously.

CHAPEL

All faculty, staff, and students are required to attend chapel services once a week to praise and worship God together. God's word is studied through class presentations and various speakers. **Parents are more than welcome to attend chapel services on Fridays at 7:30am.**

PRAYER

Prayer to God is openly encouraged and offered in the classroom. In most classes, prayer is offered together at the start of the school day and before lunch to pause and give thanks.

CURRICULUM GOALS/COURSE DESCRIPTIONS:

The following subject areas and curricula goals and objectives comprise the education program of Saipan Community School, for kindergarten through eighth grades:

Bible: The goal of the Bible classes is to lead students to an understanding of God and His Word. Bible classes at SCS strive to maintain a balance between knowledge and spiritual formation. They focus on the following overarching Biblical principles: God created all things and is full of love for His creation; all have sinned and fallen out of right relationship with God; God desires to have a personal relationship with each of us through the reconciling work of His Son, Jesus Christ, on the cross; believing in Jesus and trusting Him for salvation is the only way to be saved; and applying what the Bible teaches in daily life will result in living in the will of God. Bible study is an integral

part of SCS's mission statement and therefore is a required subject at all grade levels. Both the New International Version and English Standard Version are used.

Reading: Reading is the interactive process of constructing meaning from printed words. Reading is taught on a daily basis in grades K - 8 through a literature-based program. Students learn and apply active reading strategies and comprehension skills as they read both inside and outside of class. Students gain exposure to literature through reading entire novels as well as shorter works in textbooks as a class. Students are taught to gain meaning from many genres of literature including nonfiction, short story, play, poetry, and fiction. In an effort to increase basic reading comprehension, students are challenged with broadening their vocabulary throughout the year.

English Language Arts: Language is taught daily and is the integration of reading, writing, speaking, and listening. The main emphasis will be on teaching effective writing skills, grammar mechanics, and spelling patterns. Students will be challenged to value their voices through their written words in a variety of areas such as fiction, nonfiction, creative writing, poetry, descriptive writing, persuasive essay, and formal and informal letters. Students will learn effective writing techniques and how to apply those techniques to their own writing, as well as to others' writing as they practice peer editing.

Spelling: Spelling is explored in kindergarten and taught in grades 1-8. Basic spelling strategies and patterns are taught and reinforced in a way that is developmental in sequence. The program offers practical strategies for maximizing student learning of spelling and provides opportunities for students to apply spelling strategies to all of their writing.

Phonics: The goal of phonics is to help students acquire skills needed to read new words. Guided instruction of letter-sound relationships is provided through concentrated lessons in grades K-2. Phonics is later reinforced and applied in grades 3-8.

Handwriting: The goal of handwriting is to teach the skills necessary to write legibly. Manuscript writing is taught in grades K-2, and cursive writing is introduced in grade 3 and continued through grades 4 and 5. Handwriting is later reinforced in grades 6-8 by expecting a high level of legibility of all handwritten papers.

ESL (English as a Second Language): English as a Second Language is offered to students with limited English language ability. Students attend ESL class on a needs basis to receive special instruction from an ESL teacher. The student is integrated into the regular classroom for instruction in other academic areas.

The goal of the ESL program is to introduce limited English speaking students to the English language by listening, speaking, seeing, and applying the words and their

meanings. The objective of the program is to assist the student in language acquisition and pre-reading skills which will enable them to function in the regular classroom. The ESL curriculum recognizes two levels of English proficiency: 1) students who are beginning students of English and 2) students who have some knowledge of English but who need greater fluency in the language in order to be successful at their academic level.

Math: Instruction in mathematics is given at every grade level, with each year building upon the skills taught in the previous years. Students are taught mathematical operations in order to develop critical thinking processes. Instruction of fundamental operations includes adding, subtracting, multiplication, division, measurement, fractions, decimals, and geometry. These math skills equip students to solve problems, make graphs, develop number sense, and distinguish patterns and relationships. In addition, junior high students are introduced to algebraic concepts.
Computer: Computer classes are offered as a subject for grades 6-8. The goal of this class is to train students to use computers and related equipment as an integral part of everyday life, to give them basic knowledge of technology that will help them succeed in today's world, and to help them to make wise, positive and God-honoring choices concerning technology.

The objective of this class is to teach proficiency skills that are appropriate for each grade level, such as in Google Apps, presentations, keyboarding, navigating and researching on the Internet, basic computer skills, and Web Tools for Students.

Science: Science is taught at all grade levels to develop an understanding of God's good creation, from living things to the universe and the matter therein through observation, experimentation, identification, description, and explanation of natural phenomena.

In grades K - 5 students are exposed to year-long studies of each of the physical and biological sciences. Sixth grade students focus on human anatomy. In seventh grade students concentrate on general science, a review and more complex study of many branches of science. In eighth grade students will focus on physics, the study of matter and the rules that govern it.

History and Geography: The goal for social studies in grades K-5 is to help children develop an understanding of God's sovereignty throughout human history and their place within His story. Through a chronological study of global history and geography, students explore the sweep of human civilization through time and place, building both historical knowledge and a love for learning. A storytelling format makes lessons come alive, allowing students to listen, imagine, and connect with the past. Through this approach, students gain a global perspective, a deeper understanding of cultures, and wisdom from history as they see God's hand at work across the ages.

Middle grades study geography terms and begin the study of the history of the United States. Junior high students study world history (6th), world geography (7th), and an in-depth study of the United States history and government (8th). These classes also include an introduction to CNMI relevant geography, history, and government.

Wellness/SEL: Wellness is touched upon in all grade levels to help students learn to respect and care for themselves physically, emotionally and mentally by giving them the tools and knowledge to make healthy decisions. The primary grades (K-3) study basic nutrition and how to properly care for their bodies within their science lessons. The intermediate grades (4-5) learn about human anatomy and its functions integrated into their PE classes as well as Learning Garden in the 4th Grade. The junior high grades (6-8) focus on their social emotional health, and modern-day issues that will require them to make choices, such as drugs, diet, sex, and peer relationships.
Physical Education: Physical education (PE) is offered as a subject in kindergarten through eighth grade. The goal is to provide students with activities that will develop muscles, promote coordination of body movement, and teach recreational skills, leisure skills, and good sportsmanship.

The primary grades (K-2) participate in activities that help develop gross motor skills. The intermediate grades (3-5) learn basic game rules and develop eye-hand coordination through structured activities. The junior high grades (6 - 8) develop cardiovascular fitness and muscle strength through running, calisthenics, and games.

Art: Elementary art students learn the basic elements of art. An awareness of these elements allows students to use creative expression in abstract, as well as realistic art projects. Creativity is fostered through the use of a variety of media and processes. Students develop an appreciation for various art expressions, as well as developing an appreciation for the work of others.

Junior high students focus on using their knowledge of art and design to solve various art problems in a creative manner. Students learn the fundamentals of art, design elements, history, vocations, as well as integration and application to life.

Music: The goal of music class is for students to develop an appreciation for music and to gain the skills to begin to create music on their own. Elementary students learn about instruments, composers, and musical styles; they express that knowledge through singing, moving, writing, and the playing of instruments. Junior high students develop music knowledge, notation, composition, performance, and appreciation through the study of music history, theory, and the use of the ukulele. Junior high music accounts for a semester grade.

Band: Concert band is an optional class offered to students in grades 4-8 as an extracurricular class during school hours. The goal of the band program is to create a better-rounded student through musical expression. The band program seeks to

introduce a variety of musical styles while reinforcing correct playing techniques, creating an independent, informed, mature musician. Students learn self-discipline, teamwork, and self-confidence as they prepare for band concerts.

Title 1 Reading: (Pending Approval) Title 1 (one) is a federally-funded, general education support program. The goal of Title 1 Reading is to provide extra reading help and instruction for struggling readers. Title 1 instruction is specialized reading instruction that is provided through the cooperation of the classroom teacher and the Title 1 Reading teacher. This supplements classroom instruction. Supplemental reading instruction with the Title 1 Reading teacher will be in small groups, usually 4 times weekly for approximately 20-30 minutes each session.

Title 1 is a supplemental program. This can be illustrated as some students needing an "extra snack of reading" during their day. We identify students in need of assistance and offer them extra instruction. The "main course" of reading is not enough instruction for these students.

FACULTY AND STAFF

The faculty and staff of Saipan Community School are individuals who are qualified by training and/or experience and whose lives are expected to reflect their Christian faith, including a commitment of high moral, ethical and spiritual values.

Faculty and staff members are sensitive to individual differences in students and have the skills and patience to help the students reach their potential.

Faculty and staff respect the dignity and worth of each student, as individuals, and strive to promote a positive self-image in each one.

Faculty and staff members are loyal to Saipan Community School and openly defend its educational views and policies.

Volunteers at SCS are expected to comply with all rules and regulations required of faculty and staff. The SCS Volunteer Policy Packet must be completed prior to the volunteer activities. ***Student volunteers are expected to uphold all student rules and demonstrate exemplary behavior on campus.***

STUDENT RESPONSIBILITIES

SCS students are expected to:

- be on time for class.
- actively participate in classroom activities and discussions.
- complete all class and homework assignments.
- be prepared by effectively managing their time.

- show respect for and use common courtesy with teachers and other students.

Students are encouraged to seek help when needed to perform at full potential.

PARENT RESPONSIBILITIES

In order to support their SCS students, parents are expected to:

- make sure that the student is on time to school.
- provide a quiet study area and encourage good study habits.
- place schoolwork as a top priority over less important activities.
- encourage daily communication with their child.
- support the policies of the school.
- pay tuition on time.
- participate in school projects and functions.
- attend parent-teacher conferences as much as possible when requested.

PARENT, TEACHER, AND ALUMNI ORGANIZATION

SCS believes that parental involvement is essential to a child's academic achievement. Parents, teachers, and alumni are encouraged to work together with the principal and staff to promote the educational goals, activities, and programs of SCS.

HOMEWORK POLICY

We believe that homework is an integral part of the school program. A sincere effort will be made to ensure that homework is not excessive, so as not to intrude on vital family time. Each teacher will give homework to aid the students to advance in their studies. Therefore, each student is required to complete his/her homework in a timely manner.

Students are expected to submit homework at the beginning of the class period on the day it is due. If an assignment is not turned in at the appropriate time, its grade will be lowered by 10%. In junior high, a Missing Homework Notice will be issued to inform parents of late assignments. The student is required to obtain a parent's signature and return the notice and the homework to the teacher the next day. Failure to return the form and the finished homework will result in a detention and a zero on the assignment. Repeated delinquent homework could result in a student being asked to withdraw from SCS.

TUTORING

Students who need additional help may require tutoring. Teachers are frequently available for special tutoring after school hours or during summer months. An hourly fee should be agreed upon by the teacher and the parent prior to tutoring sessions.

GRADING SYSTEM

Progress Reports/Report Cards

Progress reports will be given out at the four-and-a-half-week mark of quarters 1, 2, 3,4 and are due back the following school morning bearing the parent's signature.

Report cards will be given out every nine weeks. Students will be given their report cards at school and will remain closed until a parent or guardian opens them.

Kindergarten

The grading system for Kindergarten evaluates the social, emotional, and physical development of students. Reading readiness and number concepts are also evaluated using the following marks:

(E) Excellent - Has achieved goals
(S) Satisfactory - Has achieved some goals
(N) Needs improvement - Needs more practice.

Elementary and Junior High

Completed daily work will be sent home for parents to view weekly for elementary students. Participation, social, and work attitudes in classroom activities are also evaluated as follows:

(S) Satisfactory
(N) Needs Improvement
(U) Unsatisfactory

Grading Scale

The grading scale for Grades 1 through 8 evaluates students' progress in twelve subject areas. The following evaluation key is used:

A (96 - 99)	B- (86- 87)	D+ (73 - 74)
A- (94 - 95)	C+ (83 - 85)	D (67 - 72)
B+ (92 - 93)	C (78 - 82)	D- (65 - 66)
B (88 - 91)	C- (75 - 77)	F (64 – 0)

Junior High Honor Roll

SCS has the following three junior high honor rolls which apply to all departments. The scale below is used to calculate grade point averages (G.P.A.) Recognition of honor roll achievement is given each quarter.

- Principal's Honor Roll - Report card G.P.A. of 4.0 (*with no grade below an A)*
- "A" Honor Roll - Report card G.P.A. of 3.50 - 3.99 (*with no grade below a B)*
- "B"Honor Roll - Report card G.P.A. of 3.00 - 3.49 (*with no grade below a C)*

Grade Point Average Scale

A	4.0	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.0
B+	3.33	C	2.0	D-	0.67
B	3.0	C-	1.67	F	0.0

GRADUATING WITH HONORS

The honor of graduating at the top of the class is given to the valedictorian and the salutatorian who meet the following criteria:

1. To be considered for Valedictorian or Salutatorian honors, students must have been continuously enrolled at Saipan Community School for the entirety of 6th, 7th, and 8th grades. Year-end grades during the 6th, 7th, and 8th grade will be used to make computations. Grades will be calculated as Grade Point Average (GPA) using the 4.0 scale.
2. The Valedictorian shall be the student with the highest cumulative academic standing, as determined primarily by the cumulative average over the three-year period. The Salutatorian shall be the student with the second-highest standing by the same criteria over the three-year period.
3. In the event of a tie, grades will be compared to the hundred-thousandth percent. Advanced classes, attendance, work ethics and social behaviors, and extracurricular activities will also be considered in the event of a tie.
4. Students must never have taken a remedial or repeated course.
5. Students must not have received a suspension for disciplinary reasons during 6th–8th grade.

Report Card/Progress Report Codes (possibly used in comments)

Behavior/Conduct/Effort Key

A = Attentive
D = Needs to follow directions
E = Great effort
H = Low homework scores
I = Incomplete assignments
L = Late assignments
M = More preparation needed
N = Need to improve
O = Outstanding work
P = Progressing
S = Satisfactory
T = Test scores low
U = Unsatisfactory
W = Works below ability level

ACADEMIC STANDARDS

Academic Probation
The standard for SCS students is to maintain a 2.0 G.P.A. (grade point average) or better, and to avoid any failing grades. Falling below this standard will result in a student being placed on Academic Probation.

Academic Probation Warning after Quarter 1 Progress Report (4½ weeks)

1. Progress Reports issued notifying parents of a low GPA or of any failing grades
2. Parental conferences with student requested
3. Recommendations/suggestions/goals toward improvement documented
4. Review academic performance at end of first quarter

Notice of Academic Probation Continued after Quarter 1 (9 weeks)
In the event that student grades have not improved:

1. Conference to review recommendations/suggestions/goals toward improvement
2. Student placed on Academic Probation with warning of possible dismissal at the completion of the first semester
3. Modification of recommendation/suggestions/goal where needed

In the event that students grades improve, probation is continued for another 4½ weeks before being removed from Academic Probation.

Academic Probation Continued after Quarter 2 Progress Report (13½ weeks)
In the event that students grades have not improved:

1. Conference to review recommendations/suggestions/goals toward improvement
2. Student placed on Academic Probation with warning of dismissal at the completion of the first semester
3. Modification of recommendation/suggestions/goals where needed.

In the event that student grades improve, probation is continued for another 4½ weeks before being removed from Academic Probation.

Academic Probation Continued after Quarter 2 (18 weeks)
In the event that student grades have not improved:

1. A final decision by the administration is made to dismiss the student
2. Upon discretion of the administration, Academic Probation can be continued in the event that the student's GPA is at least 1.5 and improving, with no failing grades, and the student has a good attitude with no behavioral difficulties.

Academic Probation Continued throughout the School Year
In the event that a student continues to be on Academic Probation throughout the school year, the administration will review re-enrollment for the next school year.Notification

will be given at the end of Quarter 3 if it appears that a student will not be promoted (or graduate).

Junior High Academic Probation Procedure
If a student has low academic performance at the time of a Progress Report or Report Card the following procedures will take place:

Teacher/principal meetings take place on Wednesday afternoon of Progress Report/Report Card week. The teacher/principal will meet to discuss students being placed on Academic Probation. Teacher recommendations are documented on Academic Probation Forms to be presented to parents in conferences on Progress Report/Report Card day.

The SCS office will call parents to set up conferences on Progress Report Friday. (Conferences to be scheduled 20 minutes apart.) The SCS office starts scheduling from 12:15pm. We advise parents who may need one to bring an interpreter (that is not the student in question) to the conference. Please be timely for the meetings.

Progress Report and Report Card Fridays are scheduled as half days with 11:00am pickup.

Students are to take their Progress Report and **Academic Probation Letter in a sealed envelope addressed to parents.** Make copies to have on hand at conference.

Parent Conference: (students wait outside-to be called in after meeting with parents)

- Teachers will have on hand:
  - Copy of handbook procedures for academic probation to review.
  - Copy of the Progress Report/ Report Card.
  - Student work that documents concern(s)
- Together, parents, teachers, and administration will discuss concerns and recommendations for improvement.
- SCS will document the discussion on the Academic Probation Form.
- Recommendations will be discussed and signed by the student and parent.

The conference procedure will be followed during Quarter 1 and 2 Progress Reports and Report Cards if needed. A letter informing of improvement to be attached to the Report Card if the student shows significant improvement in the next quarter.

SCHEDULES

SCS Daily Schedule

Jr. High Tardy Time: 7:15 AM	Jr. High Dismissal Time: 2:30 P.M.
Elementary Tardy Time: 7:30 AM	Elementary Dismissal Time: 2:10 P.M

Half Day Schedule
Half day dismissal is at 11:00 a.m for all students.

School Year Defined
The Saipan Community School year is for a period of 180 school days. A school calendar is given to parents to provide them with important dates and school activities. SCS traditionally follows the official school calendar of PSS as much as possible. The calendar is subject to change and cancelled school days will be added to the end of the scheduled school year.

TARDINESS

Students who are not in class at 7:15 (Jr. High) and 7:30 (Elementary) a.m. are tardy and must proceed directly to the office with the person who has brought them to school. The accompanying adult must sign the students in, stating the reason for their tardiness. Students without a tardy slip will not be allowed into class. Students who are tardy will not be able to make up missed work. Students will receive a "0" for the portion of class missed.

Parents are held accountable for student tardiness. Unfortunately, the student must suffer the consequences. Habitual tardiness will result in disciplinary action in order to emphasize the importance of meeting commitments and respecting others' time. Tardies are recorded and will appear on student records. Three tradies within one semester will equal an unexcused absence, be recorded, and appear on student records.

STUDENT ABSENCES

Attendance records are included as part of the student's permanent records and transcript. Traditionally, students with 25 or more school day absences per year may <u>not</u> be promoted.

In cases of health concerns, we will work with families to ensure the safest possible plan of action for each student. Students should not come to school if they have had a fever in the past 24 hours, have been sick, or if someone in the household is sick.

Reporting an Absence
1. If a student is to be absent from school, the parent or guardian should call the school before 7:30 a.m. to inform the office of the reason for the absence.
2. Upon re-entering school the student must present a written excuse from a parent or guardian. Students will not be allowed into class without an excuse slip, or doing make up work.

Excuse Slips
Excuse slips must include the following information:

- Student's name
- Date/s of absences
- Reason
- Parent signature

Vacations and Travel
Vacations during school time are discouraged. Parents and guardians are advised to plan family vacations when school is not in session. Written notice must be made at least one week in advance of the date of a vacation so that teachers have time to prepare student's work. Assigned work must be completed and turned in upon return after a vacation. Absences will not be excused without proper notification. Parents/guardians must meet with the principal and the student's teacher before you leave to discuss the best possible way to try and keep the student current on what is happening in class (utilization of Google Classrooms, ClassDojo or email to or from the student or teacher).

Excused Absence
An excused absence is an absence necessitated because of illness, emergency, principal approved vacation, or death in the family.

All students who participate in sanctioned school activities that remove the student from regular classroom attendance shall be considered excused. However, students must make up any lesson or assignment missed as a result of the activity.

Absences and Homework
Only students with excused absences will be allowed to make up work. Students have an equal number of days in which to make up their missing assignments as the number of days that they were absent, unless the quarter is ending. If the quarter is ending the makeup work should be done before the grading period ends. Students are expected to keep up with the daily homework as well. ***It is the student's responsibility to find out what make-up assignments are due***. Assignments left undone will be reflected in the grade average. Make-up work must be completed for unexcused absences. Unexcused absences will lower a student's grade and can cause him/her to be placed on Academic Probation. Students who are absent for one or two days will be given make-up work upon their return to class. Arrangements can be made through the office for prolonged absences.

STUDENT CONDUCT

Students of SCS shall conduct themselves in thoughtful and considerate ways at all times. Love, goodwill, and ethical behavior as set forth in the Christian faith shall be the guiding principles of behavior toward each other.

General Rules

Electronic games,radios, personal tablets, toys, etc., will not be permitted on school grounds. These items will be confiscated and returned on the last day of school. (An exception is made for sensible show-and-tell objects)

- Phones are not allowed for elementary students. Junior high students must abide by the cell phone guidelines below.
- Candy and gum are not to be brought on campus.
- Food and drink are confined to the lunch room unless told otherwise.
- Defacing of school property is prohibited.
- Students must remain within designated school boundaries.
- Students are not allowed in the water unless authorized by a staff member.
- Shoes must be worn at all times.
- Students must obey all rules set by faculty and staff.
- Students are not to leave the area of supervision for any reason without permission
- Students are not to bring guests to school.

Lunchroom Rules

It is the student's responsibility to bring lunch to school with them in the morning. Parents, please send the lunch with the child, do not bring the lunch later in the day, nor order food from restaurants for your child.

- Students are to come into the lunchroom in single file, and fill in the table seating in the same line until all are seated. Classes are to use the same tables each day.
- Students are to remain seated during lunch, unless they raise their hand and get permission to leave.
- Students are allowed to talk in a low tone. No shouting or loud talking.
- Students are to behave in an orderly fashion.
- Students are to be dismissed by the duty monitor before leaving the table.
- Students are to check the table and floor for any food or trash and dispose of it in the proper container.
- All food remains in the lunchroom, unless taken out in an approved lunch box.

Library Rules

- Students should be quiet in the Library.
- Reference books are not to be taken from the Library.
- Books may be checked out by students for two weeks at a time. Fines of twenty-five cents a day for overdue books will be collected.
- If a book is lost or severely damaged, a replacement fee for the cost of the book or 25 dollars will be charged.
- Students should return books in the proper place and not return them to the shelves.

Playground Rules

- Students should always follow the playground teachers' directions the first time they are given.
- Students may not leave the playground without permission.
- Students are to recognize all boundaries**.**
    - North: the end of the volleyball court
    - West: the safety fence on the beach side (students should not lean upon it or climb)
    - South: the far end of the cafeteria
- Fighting of any kind (this includes play fighting) will not be tolerated.
- In the event that a ball goes in the water, the teacher on duty will decide how to handle the situation.
- No climbing trees.
- Students are to follow all game rules.
- No food or drink on the playground; eating is only allowed beside the trashcan.
- Students are to line up immediately after hearing the whistle and are to remain quiet while waiting for their teacher.

Playground Equipment Rules

- Students should not jump from any playground equipment.
- Swing rules:
    - No standing in swings.
    - Only one student on a swing at a time.
- Slide rules:
    - Students must wait until the first person is off the slide before they slide down.
    - Students should slide down feet first.
- Climber rules:
    - No more than three students should stand on the top bar at any given time.

CELL PHONES

Cell Phone Guidelines for Junior High Students

1. Cell phones must be **off** and locked in student lockers during school hours. Phones must be put away before and after school.
2. All calls home must be done at the SCS Office.
3. Students may not use cell phones at ANY other time. (ESL students will be allowed to use the translation apps on their phone under their Translator Usage Agreement.)
4. Failure to give your phone to an SCS teacher or staff is an act of defiance and may result in suspension.

If a student is caught in the possession of or using a cell phone during class, in the hall, restroom, etc. the following consequences will apply:

- First Offense: The student will receive a detention. The cell phone will be taken away and brought to the office. The student may retrieve their phone at the end of the school day.
- Second Offense: Cell phone will be taken away, a detention will be issued, and the student will have a meeting with the Principal to discuss further consequences.
- Third Offense: Cell phone will be taken away, a detention will be issued, and the student will have a meeting with the Principal and their parents to discuss further consequences.
- Any further offense will result in loss of privilege to use a cell phone at school events and will require a parent to pick-up the phone.

Please note: Cell phones brought on campus are at your own risk. Lost, stolen, or damaged cell phones are not the responsibility of SCS.

JUNIOR HIGH CLASSROOM DISCIPLINE

Classroom Rules:

1. Listen and follow directions the first time they are given by any staff member.
2. Raise your hand and wait to be called on before speaking.
3. Stay in your seat.
4. Keep your hands, feet, and objects to yourself.
5. Come to class on time and be prepared with all materials required.

The following consequences will be given when a student chooses to disobey a classroom or school rule:

- **1st offense**: A warning for inappropriate behavior is given. (A verbal warning from the teacher is not needed if rules regarding the inappropriate behavior have already been announced in class.)
- **2nd offense**: The student will be given a "Behavior Evaluation" sheet. The student is to take the sheet home to obtain a parent signature. The student is to bring the evaluation sheet back the next day and return it to the teacher who issued it. The consequence for not returning the Behavior Evaluation is detention.
- **3rd offense**: If a student disrupts class after filling out a Behavior Evaluation, then he/she must serve a detention the following school day. A detention form should be completed and signed by a parent and returned the next day. If the form is not returned the next day, the teacher will call the parents and hold a phone conference or schedule a time for the parents to come in and meet with him or her. Or the teacher may send the student to the principal.
- **4th offense**: Conference with principal.
- **Severe Clause**: A student's behavior may warrant an individual behavior plan.

DRESS CODE

Modest dress reflects Christian character. Students of SCS will strive to meet acceptable standards and show respect for each other through their attire at school and at school sponsored activities. Any student who calls attention to themselves through their appearance will be asked to call their parents and remain in the office until suitable attire can be obtained. Faddish attire should be avoided as it reinforces peer pressure.

- Hair is to be neatly groomed at all times.
- Boys are not allowed to wear earrings.
- Extreme dress is not acceptable. (example: sagging pants, short shorts, tattered jeans).
- Tight-fitting, see-through, or revealing clothes are not acceptable.
- Suggestive language or pictures on clothing which display defiant behavior or sexual innuendo is prohibited.
- Hats or hoods are not allowed to be worn in the classroom, chapel, office, or lunchroom.
- Shoes must be worn at all times. Tennis shoes (sneakers) should be worn on days that students have physical education. Crocs, zorries, and/or flip-flops are not permitted.

ACADEMIC DISHONESTY

Plagiarism, cheating, and forgery in any form will not be tolerated. Students caught in a dishonest act will receive a zero for the assignment or the test, and parents and principal will be informed. Continued offenses will result in more severe consequences.

DISCIPLINE

Discipline is used school-wide by SCS Staff. Discipline plans inform students of the rules, the rewards they will receive if followed, and the consequences if they are not.

Faculty and staff of SCS will follow the biblical example of training a child in light of what God teaches in His word. They will use reminders, corrections, rewards, praise and discipline. Firm boundaries will be set and enforced with love. Students will see consequences for disobeying and rewards for obeying. In all matters of discipline it is the school's desire to discover underlying causes of misbehavior. Parent cooperation is expected in order to reinforce good behavior and conduct necessary to the character development of the students.

Saipan Community School strictly prohibits the use of corporal punishment under any circumstances. No faculty member, staff person, or principal may use physical discipline as a means of correcting or managing student behavior. All student discipline must align with the school's behavior procedures and reflect a respectful, constructive, and Christ-centered approach to guidance.

CONSEQUENCES OF MISBEHAVIOR

Willful disobedience by a student will result in a consequence such as after-school detention, conference with the teacher, parent, and student, or, in severe cases, a conference with the teacher, parents, student, and principal.

Detention

Students may receive detention as a form of discipline or as a consequence for not bringing back necessary paperwork or forms. Teachers will do their part to give parents written notice at least a day before a detention is to be served. Students are given the responsibility to deliver this notice to a parent for a signature; failure to do so by the student will not postpone the detention.

In-School/Out-of-School Suspension

Suspension is given for continued, willful disobedience. A copy of disciplinary actions will be included in the student's cumulative folder. Students can be suspended for one or more days due to behavior problems.

The following consequences apply to all suspension:

- A grade of zero will be given for all work missed on each day suspended.
- Class work is required to be finished, but no grade will be given.
- The student will not be allowed to participate in the junior high merit party.

Severe Offences

The following rules apply to conduct on the school grounds, buses, at school-related activities off school premises, and at school functions of any kind:

- Students must not participate in any activity forbidden by the laws of the CNMI.
- Students shall not use verbal or physical abuse, sexually harass others, engage in any indecent language, gesture, or acts, or make threats of violence to other students.
- Students shall not by use of threat, intimidation, fear, passive resistance, force, violence or comparable conduct coerce other students into engaging in severely disruptive behavior.
- Students must not use or be in possession of weapons, drugs, tobacco products or alcohol.

Any of the above offenses may be cause for suspension or expulsion. Expulsion is the only disciplinary action suitable for repeated behavioral problems and severe offenses.

JUNIOR HIGH TARDY POLICY

Whenever a student is tardy, even by a few minutes, it is a disruption for the entire class.

Consequences for habitual tardies:

First tardy:	Warning
Second:	Deduction of gumma points
Third:	30-minute detention after school and deduction of gumma points
Fourth:	Conference with Principal and deduction of gumma points

The tardy count will start over at the beginning of each quarter.

In order to improve communication between home and school, each time a junior high student is tardy, he or she will be given a tardy slip and a deduction of gumma points. The student will be responsible to have this slip signed by his or her parents and to return it to the homeroom teacher the next day. A detention will be given for unsigned tardy slips.

MERIT PARTY

The junior high students have the opportunity to participate in a quarterly merit party. This special activity is designed to recognize those students who have shown responsibility throughout the preceding quarter. **The following will disqualify a student from attending: a failing grade, two tardies, one detention, two missing homework notices, two behavior self-evaluation forms, and/or a suspension.**

HEALTH AND SAFETY

Change of Status

For the benefit of your child, please notify the School Office immediately of any change of address, telephone number, family physician, or other important information.

Inclement Weather

SCS normally operates in accordance with the Public School System concerning inclement weather and vacation days, although the final decision rests with the administration. Listen to the radio and check the Saipan Community School Facebook Page for information concerning SCS operations during inclement weather. In case of a Tsunami warning, parents will be notified by phone, and teachers and students will take refuge on the upper floors of Saipan Community School.

Medical Insurance
SCS requires that all students have valid medical insurance for the entire school year.

Medication Policy
In order for the office to dispense medication, parents must provide written permission for prescription and written or verbal permission for non-prescription drugs. Students are not allowed to possess prescription or non-prescription drugs on campus. All medications must be left in the office for office personnel to dispense.

First Aid
First aid supplies are located in the office. Children needing minor medical attention must report to the office. In the event of an accident or injury, parents will be notified.

Fever
Students with temperatures of 100 degrees or higher must not be in school. If a child develops a fever in school, the office will call the student's parents. Students must not return to school until 24 hours after the fever is not present (without the use of fever-reducing medication).

Student Safety
Once a student arrives on the school premises, the student will not be permitted to leave until the close of the school day. Exceptions to this rule are illness, doctor's appointment, or a death in the immediate family. No student is allowed to leave campus for lunch.

Student Release Form
Before a child may be picked up during school hours, the student must be signed out in the school office by the accompanying adult. When the student returns during the day, the accompanying adult must sign in at the office.

Adult Supervision
All students, while on the SCS campus, are required to be under adult supervision at all times, which is provided by SCS staff.

GENERAL INFORMATION

Telephone Use
The school telephone is only to be used for emergencies. Students should come to school each day prepared.

Visitors
Parents who want to observe their children should make arrangements with the office and the teacher in advance. All visitors need to sign in and have a visitor pass at all times.

Field Trips
In order to participate in school field trips students must have a signed field trip permission form on file with the teacher. Field trips are a privilege; therefore, students displaying unacceptable behavior may be denied the opportunity to attend.

Water
Water coolers are provided in each classroom. Students should bring a reusable water bottle for their own use in the classroom.

Birthday Celebrations
Elementary birthday celebrations should be kept simple and must be planned in advance with the classroom teacher. Simple refreshments (such as cupcakes or donuts) may be provided for the class as a whole, either during the lunch period or at the end of the day. Please provide plates and utensils as needed.

Junior high teachers should limit their party times to the single merit party per quarter.

Kindergarten
Parents should provide Kindergarten students with a daily snack, rest-time bedding, and a change of clothing.

Late Pick Up Fee
There is a $20.00 late charge for students being picked-up after 3:00 p.m. Please remember that the office is closed after 3:00 p.m. Office personnel are not to be used as a child care service. Late charges will be added to tuition payments.

Before/After School Care
Supervision of school grounds is provided from 7:00 a.m until class time. Therefore, students must not be dropped off at school before 7:00 a.m. After-school supervision at carline concludes at 3:00 p.m.

Car Line
The driveway is not to be blocked at any time during the school day. Parents should not leave their cars unattended as it may create an obstacle, especially at dismissal time. Parents who need to enter the school building should park their cars off to the side where they will not block the flow of car line traffic.

Please notify your child's teacher if you will not be the one who is picking up your child after school. Parents and/or guardians must send a written note with each child if he or she has permission to walk to the library or any other location after school.

Office Hours
The school's office is open from 7:00 a.m. to 3:00 p.m. Monday through Friday. The office will be closed on school holidays.

School Board
The Saipan Community Church and School Board is a body elected by the general membership of Saipan Community Church. The SCCSB also serves as the SCS board.

OPTIONAL & EXTRA-CURRICULAR ACTIVITIES

Eligibility for Extracurricular Activities
Junior High students participating in ***any*** extracurricular activities must maintain a 2.0 g.p.a. or greater and have no grade lower than a D. Students placed on Academic or Behavioral Probation are ineligible to participate in extracurricular activities

Extra Curricular Activity Conduct
SCS displays qualities of Christian character on the playing field. SCS endeavors to win without arrogance or malice. We will be gracious in defeat and modest in victory.

Offered Academic and Athletic Activities
All activities are pending student involvement and availability.

Math Court	NJFL- NJSDA and PGFC
Academic Challenge Bowl	Model United Nations
InterAct and Early Act	
Soccer	Basketball
Badminton	Volleyball
Cross Country	Track & Field

Team coaches will supervise all practices and games. If any parents or guardian would like to volunteer to assist in these activities please contact the SCS office.

Special Events
Students and Faculty work very hard in presenting special events such as the Christmas Program, Band Concerts, Science Fair, and Art Show. Please check your calendar and make plans to attend.

Field Day
Field Day is held during the end of the school year. Parental assistance is greatly appreciated.

STATEMENT OF COMPLIANCE

Saipan Community School requires each student to have parents, or guardians sign the Statement of Compliance and return it to school no later than 8 school days from the start of school. The due date for SY2026-2027 is August 21, 2026.

TECHNOLOGY USAGE INFORMATION FOR SCS PARENTS, GUARDIANS, AND STUDENTS

All guardians and students are required to read the user agreement and acceptable use policies for technology usage on and off the SCS Campus. Students will not be permitted to check out a school iPad, laptop, or other online school services until the acknowledgment has been signed and returned. Please sign and return this page to your SCS homeroom teachers or the SCS office by August 21, 2026.

Ms. Amanda: principal@saipancommunityschool.com
Mrs. Billy: registrar@saipancommunityschool.com
School Webpage: www.saipancommunityschool.com
SCS Facebook Page: www.facebook.com/saipancommunityschool
SCS ClassDojo Family Invite:
https://www.classdojo.com/ul/p/addKid?target=school&schoolID=597bf1a9611a3fad307e5f8e

SCS STATEMENT OF COMPLIANCE SY 2026-2027 (due August 21, 2026)

This certifies that I have read and understand the Saipan Community School Handbook, and agree to comply with its policies and procedures.

Print Child's Name	Child's Signature	Grade
1.		
2.		
3.		

Parent/Guardian Signature_____ Date _____

Parent/Guardian Signature_____ Date_____

I give Saipan Community School permission to allow my child(ren) that is/are named above to do menial tasks as part of the detention system. These tasks may include, but are not limited to, picking up trash, cleaning or sweeping a classroom, cleaning general school areas, emptying the trash, raking the volleyball area, and other school-related chores.

Parent/Guardian Signature_____ Date _____

I grant Saipan Community School the right to take photographs of my child(ren) that is/are named above. I authorize SCS, its assigns, and transferees to copyright, use, and publish the same in print and/or electronically.

I agree that Saipan Community School may use such photographs of my child(ren) with or without my name and for any lawful purpose, including for example such purposes as school publicity, illustration, advertising, and Web content.

Parent/Guardian Signature_____ Date _____