

National Honor Society Student Handbook

Sebeka Public School Chapter
National Honor Society



Welcome

Congratulations! You have been selected to become a member of a prestigious and elite group of students across the country. In 1921, the National Honor Society was founded to recognize and develop achievement in scholarship, leadership, character, and service. It is a privilege to work with a group of students who strive to make a positive difference in their school and community. You are an individual who recognizes the opportunities, risks, and rewards in the world around you. During your next year at Sebeka High School we look forward to collaborating toward making significant contributions to our school and community. This is your year to continue being our most vibrant leaders and role models.

Memberships in National Honor Society are recognized by students, teachers, parents, communities, colleges, and universities as an indicator of a student's dedication to making a positive difference for individuals and their community. National HONor Society members are committed to the pursuit of exemplary scholarship, leadership, character, and service. This reputation for excellence is the result of years of fulfilling these expectations.

Read carefully through the Student Handbook. The handbook contains details and procedures related to the expectations that members need to fulfill to maintain active status in National Honor Society and any privileges it confers.

After reading through this handbook, if you feel you are unable to dedicate yourself to the willingness to make the serious commitment of time and energy required to be a productive and positive member of the Sebeka School Chapter of National Honor Society please notify the chapter adviser, Mrs. Polman to have your name removed from this year's National Honor Society induction list.

Member Expectations

Service

Each local chapter of the National Honor Society is mandated to select a service project in which all members participate. In accordance with the national constitution (Article XIV), this project shall fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed. IN addition to the group service project, each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests.

Service Expectations:

- ☐ Completion of 30 hours of service by graduation (15 hrs. A year)
- ☐ Documentation of service submitted to Mrs. Polman- advisor - by May of Senior year..

Service, Character, Leadership, Scholarship

All National Honor Society members are expected to maintain the standards by which they were selected. The benchmarks for these standards were described and verified on the Eligibility for Selection Form submitted with your selection portfolio. A copy of this form is included on the next page for your reference.

National Honor Society Eligibility for Selection

Student eligibility is based on her or his record of scholarship, leadership, character, and service at Sebeka High School and in the communities served by Sebeka High School.

Scholarship

Students will have a 3.4 cumulative grade point average by the time of induction, and retain that grade point average during membership. Students must have been in attendance at Sebeka School for at least one semester.

Leadership and Character:

Example of leadership include (but are not limited to):

- ☐ Leadership in the classroom
- ☐ Leadership in promoting school activities
- ☐ Successfully holding positions of responsibility
- ☐ Exemplifying positive qualities and attitudes
- ☐ Exerting a positive influence which directly affects others

Examples of positive character/citizenship qualities include (but are not limited to):

- ☐ Meeting individual responsibilities and obligations to school and teachers promptly
- ☐ Demonstrating highest standards and positive attitude toward honesty and reliability
- ☐ Demonstrating desirable qualities of friendliness, and age-appropriate maturity
- ☐ Demonstrating cooperation by complying with school and civic regulations

Examples of behaviors which render a student ineligible for selection include (but are not limited to):

- ☐ Plagiarism or cheating
- ☐ Theft at school or in the community
- ☐ Participation in any illegal activities such as drug use and underage drinking
- ☐ More than one trip to ISS
- ☐ Ongoing disobedience to Sebeka School rules and policies per the Sebeka School Handbook

Service

Students will be actively involved. Active involvement is characterized by:

- ☐ Student Activities: participation and attendance at school activities, events, and fundraisers

- ❑ AND community Service Projects: **30** or more hours of unpaid, uncompensated service to the school or community

Consequences

You must be informed and aware of your obligations and responsibilities as a member of the National Honor Society. You are expected to maintain the specific standards by which you were selected. If you fall below these benchmarks or fail to meet specified expectations, your membership will be subject to disciplinary action up to a referral to the Faculty Council for consideration of membership dismissal. The following disciplinary actions for specific behaviors are intended to serve as a guideline only. This is only a partial list of behaviors subject to discipline. Consequences will be determined on a case-by-case basis.

Behavior Potential Consequence

Discipline Referral..... Member meets with faculty advisor to develop a plan to remediate the behavior through appropriate service, research, or outside programming.

Cumulative GPA falls below 3.4..... Member meets with faculty advisor to develop a plan for improvement. A goal is set for the end of the current grading period.

Inadequate meeting attendance..... Member will contribute 5 extra hours of service to the Sebeka School Chapter of NHS for each meeting missed beyond the maximum allowed. These hours will not count towards the hours needed for continued membership

Failure to meet service deadlines..... Member will lose the right to receive and wear the gold honor cord at graduation

Failure to fulfill disciplinary consequences..... Member referred to Faculty Council for dismissal

Flagrant violation of school or civic rules..... Member referred to Faculty Council for dismissal.

Cheating..... Member referred to Faculty Council for dismissal

Possession or use of alcohol or drugs..... Member referred to Faculty Council for dismissal.

Please review the following documents for Disciplinary and Dismissal Procedure

Discipline and Dismissal Procedures

Discipline

It is the responsibility of the chapter advisor to periodically review the standing of members for compliance with Society standards. When a member falls below the standards by which the member was selected, the advisor should inform the errant member in writing of the nature of the violation, the time period given for improvement, and provide a warning of possible consequences for failure to improve. The advisor will also meet personally with the member to discuss the situation and develop a plan for improvement.

Discipline measures other than dismissal from NHS are the purview of the chapter advisor. The goal of disciplinary measures should be to reeducate the student to more appropriate behavior.

(National Honor Society Constitution, Article VI, section 3)

(National Honor Society Handbook 15th edition, page 58)

Dismissal

Members who fall below the standards which were the basis for their selection shall be warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except in the case of a flagrant violation of school rules or civil laws, in which case a member does not necessarily have to be warned.

The Faculty Council will determine the dismissal of a member after providing written notice to a member and conducting a pre-dismissal of a member after providing written notice to a member and conducting a pre-dismissal hearing. The presence of five members of the Faculty Council constitutes a quorum. A simple majority vote of the Faculty Council is necessary to dismiss a member.

Procedures

- ❑ A member will receive a written notice from the chapter advisor of the violation of the chapter standards, the possibility of dismissal, and the scheduling of the pre-dismissal hearing.

Pre-Dismissal Hearing

- ❑ NHS Members are encouraged to attend the hearing, but attendance is not mandatory. Parent(s)/guardian(s) of the member may be present with the member. However, it should be noted that the primary focus of the hearing is to allow the member to present his or her case.

Discipline and Dismissal Procedures (cont.)

Pre-Dismissal Hearing (cont.)

- ❑ Members are encouraged to present information and explain their behavior verbally or in writing during the hearing. Members who are not present may submit written information for consideration by the Faculty Council during the hearing.
- ❑ The rules for the hearing will be designed to facilitate consideration of the facts and the rules of evidence will serve as guidelines, but not be strictly enforced.
- ❑ After the Faculty Council collects information from the parties at the hearing, individuals who are not members of the Faculty Council will leave the room. The faculty Council will determine the appropriate disciplinary action for the member, up to and including dismissal from the chapter, by a majority vote.
- ❑ Members, parent(s)/guardian(s) and the principal will be informed in writing of the decision of the Faculty Council. As a common courtesy, the chapter advisor is expected to verbally inform the member or their parent(s)/guardian(s) of the Faculty Council's decision verbally prior to receiving the written notice.
- ❑ Members who have been dismissed from the National Honor Society must surrender their NHS emblem and membership card to the chapter advisor. Failure to do so will be treated as a school discipline issue.
- ❑ Members who have been dismissed from the National Honor Society will never again be eligible for membership status or benefits.

Discipline and Dismissal Procedures (cont.)

Resignation: Students choose to leave the NHS without being dismissed by the Faculty Council.

- ☐ Resignation from the honor society requires a written statement signed by the member and his or her parent(s)/guardian(s).
- ☐ Students can not be “forced” to resign from the society for this will be interpreted as a dismissal without due process.
- ☐ Members who have resigned from the National Honor Society will never again be eligible for membership status or benefits.

(National Honor Society Constitution, Articles V, VI, VII, X)

(National Honor Society Handbook 15th edition, page 19, 58-60, 89-91)

Adopted by the Faculty Council, May 24, 2016

Contacts:

Chapter Advisor- Ms. Polman spolman@g.sebeka.k12.mn.us (218)-640-0769

Faculty Committee- Lacey Baumgart, Dan Doyle, Wade Hukriede, Jeff Lake, Becca Pulju

School Principal- Amie Westberg

School Superintendent- David Fjeldheim

National Honor Society Website- www.nhs.us

National Honor Society Pledge

I pledge to uphold the high
purpose of the National Honor Society
to which I have been selected;
I will be true to the principles for
which it stands;
I will be loyal to my school,
and will maintain and encourage
high standards of scholarship,
leadership, service, and character.



NHS Community Service Hours Guidelines.

All Juniors inducted into NHS will be expected to complete 30 hours of community service by the Monday of graduation week.

Seniors inducted will be expected to complete 15 hours of community service by the Monday of graduation week.

What does not count? – some examples

- These are VOLUNTEER hours – so if you get paid, it does not count (obviously).
- doing something for a relative
- Fundraising for another organization – such as working in the concession stand for GBB.
- Activities that take place during a normal worship service – ushering, choir, playing music, etc.

What does count? – some examples

- All activities sponsored by NHS.
- Volunteering to help any community organization.
- Volunteering at elementary athletic activities – only when NOT required by a coach
- Doing extra activities at a church – teaching Sunday School, spring cleaning - anything that goes above and beyond regular church service.

Limitations

5 hours per year is the limit for any one type of activity. For example – if you teach Sunday School, you can only count 5 hours for that service. If you work all day at a tournament – only 5 hours can be counted. The reason for this is you need a variety of service hours – not just all from one or two situations. The only exception to this is activities sponsored by NHS.

Keep track of your hours!

I will keep track of hours spent doing NHS activities, but you are responsible for telling me about any other volunteer hours. There is a sheet for this or just talk to me. If you have any questions about whether an activity counts as volunteer hours, please just ask. This is especially important over the summer when it is easy to forget to keep track of volunteer hours!

Scholarship

The Red Cross donates a scholarship after we have our Blood Drive. The person who receives this will be the one with the most volunteer hours. This is to encourage all to keep volunteering after your 30 hours have been completed. Service hours should be a part of your ‘character’ – not just a means to stay in NHS. It is one of the most important aspects of being a part of an NHS Chapter!