

Redfield High School National Honor Society

Handbook



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National Honor Society Rules & Regulations

I. Expectations

- A. All members must maintain the high standards set forth by the National Honor Society by remaining active in organizations and demonstrating positive leadership, character, and service in all aspects of student life. Members must also comply with the requirements and regulations described in the following paragraphs.

II. Attendance

- A. Members are required to attend all NHS meetings.
 - a. If a member is unable to attend they must notify Mrs. Fredrick ahead of time. If a member is absent due to an unexpected event, such as illness, that member must check in with Mrs. Fredrick as soon as possible. If any misses a meeting without communicating to Mrs. Fredrick ahead of time, they will have 5 extra community service hours to complete.

III. Service

- A. Students must participate in all service activities. If a student is not able to participate in a service learning activity, the student will document in writing the explanation and circumstances surrounding the situation. Prior notification is highly recommended or immediate notification will be required and reported to the NHS adviser. In the event of missing a group service project, the student will have 5 additional individual community service hours added on to the required 25 hours that they must complete during the school year. If a student does not complete 25 community service hours for the school year, he/she will be required to complete however many hours he/she did not complete in the following school year on top of the 25 hours.

V. Disciplinary Action

A. Character: Any violation of school rule/policy in and out of school including during summer break, may lead to direct dismissal from National Honor Society. *See Article X: Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include, but are not limited to DWI, minor consumption, stealing, destruction of property, cheating, truancy, or possessing, selling or being under the influence of drugs or alcohol at school or school-related activities or in the community.*

B. Scholarship: Any student falling below the 3.5 cumulative grade point average will be on academic probation for one marking period (semester), and will be required to obtain a 3.5 GPA by the end to their probation period. Every effort will be made by members of NHS to assist students in achieving the required GPA. If the student does not raise their GPA to the required 3.5 or higher, they will have to go before the faculty council for possible dismissal.

C. Appeals: All appeals to dismissal are in written form, and they will be evaluated by the faculty selection committee, as per the National Honor Society by-laws, constitution, & handbook.

D. Faculty council will vote on disciplinary action as deemed necessary under the nature of the violation.

IV. Dismissal Procedures

- Per Adviser handbook 7. Discipline and Dismissal,
 - 7.1 No Automatic Dismissal
 - A member can never be dismissed automatically for failing to maintain standards, not meeting member obligations, or even being found guilty of violating school rules or law.
 - A written notification and hearing are called for in Article X Section 4, and must be conducted by the Faculty Council to dismiss a member.
 - Members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection.
 - 7.2 Dismissal Procedures Overview
 - A member can be considered for dismissal when performance falls below the acceptable levels of any of the standards by which the student was selected, when the member fails to fulfill chapter obligations, or when the member is found guilty of violating school rules or law. (Immediate consideration of dismissal involve violations that are outlined in Article X: Discipline and Dismissal of Members – Redfield NHS Bylaws)
 - Students will be warned in writing whenever the student falls below any standard.
 - In all cases of pending dismissal, a chapter member shall have a right to be notified in writing of the offenses and to a hearing before the Faculty Council.
 - 7.3 Appeals for Dismissal Cases
 - Should a member be dismissed, the dismissed member may appeal the decision of the Faculty Council first to the principal and then, as indicated under the local school district’s policies governing disciplinary appeals, follow the normal channels for an appeals process.
 - 7.4 Resignation
 - A member who resigns from NHS will never again be eligible for membership or its benefits.

NATIONAL HONOR SOCIETY SELECTION PROCEDURE

A National Honor Society selection committee of six high school faculty members will be appointed by the high school Principal and NHS Advisor. The following criteria will be utilized in selection of new members to the National Honor Society:

1. All students who have obtained a 3.5 cumulative GPA at the end of their second semester of their sophomore and junior year are automatically eligible.
2. Students must then submit a completed NHS application to be considered for acceptance to NHS. Once complete, each faculty council member will receive the information to be evaluated and scored.
3. Each member of the Faculty Council will be asked to evaluate Service, Leadership and Character, and rate each eligible student on a scale as follows:

Student's Individual Evaluation:

Evaluation Points:

Student is outstanding and highly worthy of membership	4
Student is superior and worthy of membership	3
Student is average but worthy of consideration	2
Student is below average and should receive very little consideration	1
Student is below average and should receive no consideration	0

Guidelines

Service: The student who serves is willing to uphold scholarship and maintain a loyal school attitude, participates in some outside activity such as Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance, works well with others and is willing to take on difficult responsibilities, cheerfully and enthusiastically renders any requested service to the school, is willing to represent the class or school in competition, does committee and staff work uncomplainingly, and shows courtesy by assisting visitors, teachers, and students.

Leadership: The student who exercised leadership is resourceful in proposing new problems, applying principles, and making suggestions, promotes school activities, exercises influence on peers in upholding school ideals, contributes ideas that improve the civic life of the school, is able to delegate responsibilities, exemplifies positive attitudes, inspires positive behavior in others, demonstrates academic initiative, successfully hold school offices or positions of responsibility, conducts business efficiently and effectively, and without prodding, demonstrates reliability and

expendability, demonstrates leadership in the classroom, at work, and in school or community activities, and is thoroughly dependable in any responsibility accepted.

Character: National Honor Society is a member of the Character Counts! Coalition (www.charactercounts.org). Through this activity, the Honor Society supports and recommends the use of a multifaceted definition of character known as the Six Pillars of Character. A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship. The student of character: *Takes criticism willingly and accepts recommendations graciously. *Consistently exemplifies desirable qualities of behavior (e.g. cheerfulness, friendliness, poise, stability) *Demonstrates the highest standards of honesty and reliability. *Regularly shows courtesy, concern, and respect for others *Observes instructions and rules, is punctual, and faithful both inside and outside the classroom. *Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing an unwillingness to profit by the mistakes of others. *Actively helps rid the school of bad influences or environment.

2. Determination of Newly Elected Membership of NHS: Following is the procedure that will be utilized in determining whether or not a student has been selected to membership in the National Honor Society:
 - a. Faculty Council will evaluate and score Service, Leadership and Character utilizing the above definition guidelines.
 - b. Service, Leadership & Character will be averaged to determine a final score.
 - c. Selection to NHS will follow this scoring procedure:
 - i. All students scoring an average of 3.0-4.0 automatically qualify for membership.
 - ii. All students scoring a 2.4 or below automatically do not qualify for membership at this time.
 - iii. All students scoring a 2.5-2.9 are worthy of consideration. This means that all students that fall within this range are considered by the Faculty Council with a simple, confidential Yes or No vote on a ballot.

Redfield National Honor Society By-Laws

ARTICLE I: NAME

The name of this chapter shall be the Redfield Chapter of the National Honor Society of Redfield High School.

ARTICLE II: PURPOSE

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Redfield High School

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitutions.

Section 2. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3: Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see Article V, Section 1 of the National Constitution.]

Section 4: Non-discrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, sex (gender), and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Section 2. Membership in this chapter shall be known as active, and graduate. Active members become graduate members at graduation. Graduate members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the junior, or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Redfield High School.

- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 on a 4.0 scale.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

ARTICLE V: SELECTION OF MEMBERS [*Note: While Selection Procedures must be published and available as required by Article IX, Section 4, it is not required for the Selection Procedure to be included in the local chapter bylaws. The Selection Procedure can exist as a separate document with a shorter, less detailed rendition included in this section.*]

Section 1. The selection of members to this chapter shall be based on an overall average score based off of the 5 person Faculty Councils evaluations. The chapter adviser shall be the seventh, non-voting, ex-officio member of the Faculty Council.

Section 2. The selection of active members shall be held once a year during the first semester of the student's school year, starting with their junior year. Thereafter members shall be re-evaluated at the end of each semester on their grades, character, service and leadership. If it is found that the student fails to meet the recommended requirements in any of these four areas that student will be given written notice that they are on probation and they will be given a semester to improve and if they still fail to meet the requirements they will be removed from the Redfield National Honor Society.

Section 3. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Redfield High School National Honor Society Application for further consideration.
- c. Five faculty members shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council shall review the National Honor Society application, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the

transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. The Redfield High School National Honor Society does not require dues.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 4. Chapter members who are seniors in good standing shall be granted the privilege of wearing the NHS Stoles at graduation.

Section 5. Each member of the Redfield National Honor Society will be expected to complete 25 hours of community service, during each school year that they are a member, a minimum of 5 of those hours **MUST** come from mentoring students in Redfield School. They will be required to complete the Service Form documenting their hours. If they fail to complete 1/2 of the 25 hours by the end of the first semester they shall be placed on probation and shall be given the opportunity to complete their Community Service hours by the end of the school year. Senior members who fail to complete all 25 hours by May 1st will not receive recognition at graduation. Juniors failing to turn in all 25 hours by the end of the current school year, will be placed on probation for first semester of senior year, and will have the missing hours from junior year added onto the 25 hours they have to complete senior year, with the expectation the additional hours will be completed by the end of first semester.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, and secretary.

Section 2. Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4. It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 5. The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 7. If an officer is dismissed or transfers from the chapter a new officer will be selected by the remaining members conducted by a confidential majority vote.

Section 8. Officers and the faculty adviser(s) shall collectively be known as the chapter's Executive Committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly. Special meetings can be called by the president or advisor with approval of the adviser.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. Members are expected to attend all chapter meetings.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine at least two service projects for each semester.

Section 2. All members are required to participate in these projects.

Section 3. These projects shall have the following characteristics: 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.

Section 4. The chapter shall publicize and promote its projects in a positive manner.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Redfield High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected, which is a 3.5 GPA, he /she will be given a written warning and a reasonable time period, of one semester, for improvement. If the cumulative grade point average

remains below standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

Section 3. Violations of the law or school regulations will result in immediate consideration of the dismissal of a member (see Section 5 below) and that member will go before the faculty council. These violations include, but are not limited to DWI, minor consumption, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification, letting them know they are on probation status. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member will be considered for dismissal and will go before the faculty council.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Faculty Council.

Section 6. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser/Faculty Council. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held. (see below)
- b. The member will be given the opportunity to respond to the charge(s) against him/her at a hearing before the Faculty Council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns, may never again be considered for membership in the National Honor Society.

Section 7. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.