



National Honor Society Student Handbook

Cape Hatteras Secondary School of Coastal Studies

National Honor Society

2016-2017

National Honor Society Student Handbook

Cape Hatteras Secondary School of Coastal Studies National Honor Society Buxton, North Carolina

This student handbook is designed to serve as a guide to the responsibilities and expectations that accompany the privilege of being a member of National Honor Society. Please carefully review the contents to be informed, organized, and fully aware of your role within the Cape Hatteras Secondary School of Coastal Studies Chapter of National Honor Society and the obligations of your membership.

Contents

Welcome.....	3
Member Expectations.....	4
Consequences.....	6
Discipline and Dismissal Procedures.....	7
Cape Hatteras Secondary School National Honor Society Bylaws.....	10
Eligibility Commitment	14
Constitution of the National Honor Society.....	15
NHS Community Service Hours Reporting Form.....	16

Welcome

Congratulations! You have been selected to become a member of a prestigious and elite group of students across the country. In 1921, 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.

Membership in National Honor Society is 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, please sign the Eligibility Commitment on page 14 to indicate your willingness to make the serious commitment of time and energy required to be a productive and positive member of the Cape Hatteras Secondary School of Coastal Studies Chapter of National Honor Society.

Sincerely,

Mrs. Erin Del Monte
Faculty Advisor

Member Expectations

Meetings

National Honor Society has monthly meetings in which we come together as a group to conduct important discussions, plan service opportunities and events, and receive important information from officers and the faculty advisors. The attendance policy is designed to accommodate the fact that there will be times that you are unable to attend a meeting for whatever reason. It is your responsibility to meet the expectations listed below.

Meeting Attendance Expectations:

- Monthly meetings at 9:30am in Ms. Del Monte's room.
- Attendance at **a minimum of 10** of the 13 total monthly meetings held during the school year.

Service

Each local chapter of 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 40 hours of service by April 25, 2017.
- At least 5 of the service hours will come from the group service project.
- Documentation of service submitted by April 25, 2017.

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 Cape Hatteras Secondary School of Coastal Studies and in the communities served by the Dare County Schools District.

Scholarship

Students will have a 3.75 cumulative grade point average after their fifth high school semester. Students must have been in attendance at Cape Hatteras Secondary School of Coastal Studies for at least one semester.

Leadership and Character

Examples 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
 - flagrant violation of school and/or civic rules
 - participation in any illegal activities such as drug use and underage drinking
-

Service

Students will be actively involved in student activities or community service projects. You must have a minimum of 40 hours of community service to be considered for induction.

Consequences

You must be informed and aware of your obligations and responsibilities as a member of 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 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 3.75	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 hours of service to development of the Cape Hatteras Secondary School of Coastal Studies Chapter of NHS for each meeting missed beyond the maximum allowed.
Failure to meet service deadlines.....	Member will lose the right to receive and wear the gold honor cord at graduation.
Failure to fulfill disciplinary consequence ...	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:

Cape Hatteras Secondary School of Coastal Studies National Honor Society Discipline and Dismissal Procedure..7
Bylaws of the Cape Hatteras Secondary School of Coastal Studies Chapter of the National Honor Society.....10

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 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

Notification

- 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-Dismisssal 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.

Pre-Dismisssal 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.

Appeal Process

The dismissed member may appeal the decision of the Faculty Council under the local school district's policies governing disciplinary appeals.

- The dismissed member may make a written appeal of the Faculty Council decision to the principal within five school days of the decision. The principal will hear the appeal and respond in writing within fifteen school days.
- The dismissed member may make a written appeal of the principal's decision to the Superintendent within five days school days of the decision. The Superintendent will hear the appeal and respond in writing within fifteen school days.
- The decision of the Superintendent is final.

Resignation

- 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)

Bylaws

Membership

Section 1: Membership in this organization shall be based upon Scholarship, Leadership, Character, and Service.

Section 2: Membership of this chapter shall be known as active, graduate, and probationary. Active membership begins at the induction ceremony. Active members become non-voting graduate members at the graduation ceremony. Probationary members can become active members anytime between induction and graduation.

Section 3: Candidates shall have spent at least one semester in Cape Hatteras Secondary School, and shall be members of the junior or senior class. Candidates eligible to selection shall have Scholarship demonstrated by a cumulative 3.75 GPA after five semesters. All students who meet or exceed this benchmark shall be admitted to candidacy for selection to membership. Their selection is further based on their demonstration of Service, Character, and Leadership.

Section 4: Active members shall maintain the standards of Scholarship, Service, Character, and Leadership by which they were selected for membership. If they fall below these standards, their membership is subject to discipline up to and including dismissal.

Section 5: Active members shall attend the minimum number of meetings as set by the Faculty Advisor. Active members shall complete the required hours of individual and group service between their induction and the May deadline set by the Faculty Advisor. If members do not meet these expectations, their membership is subject to discipline.

Selection of Members

Section 1: The Faculty Council, with facilitation and input from the Chapter Advisor, shall determine which students are inducted as members of the Cape Hatteras Secondary School of Coastal Studies Chapter of the National Honor Society. Selection and dismissal shall be determined by a majority vote of the Faculty Council.

Section 2: The Council shall meet in the spring after the third nine weeks to consider candidates for membership. On the recommendation of the Advisor, the Council can meet more than once a year.

Section 3: The first step in selecting new members shall be determined by which students qualify academically. Academic qualification shall require a student to have achieved a 3.75 grade point average. The Advisor shall submit the names of the students who meet this requirement to the chairperson of the Council, who shall then schedule a Council meeting.

Section 4: The Advisor will distribute NHS applications to academically qualifying candidates following the third nine weeks.

Section 5: To qualify for selection, students must complete a minimum of 40 hours of community service. Students are responsible for obtaining documentation of completed hours from their supervisor and submitting the documentation to the Chapter Advisor during the selection process.

Section 6: The Council will convene to review the student application forms. The Council and Advisor shall discuss the criterion and determine if the student meets the high standards set forth in the *National Honor Society Constitution* and *Cape Hatteras Bylaws*. Students will be identified for induction upon a majority vote of the Council. Members of the Council shall familiarize themselves with the *National Honor Society Handbook*.

Section 7: Upon selection, the Advisor and current members will plan and conduct a spring Induction Ceremony for the new members. Members of the Council will assist with the planning and implementation of the Induction Ceremony at the request of the Advisor.

Section 8: Senior members who are in good standing shall be awarded their gold cords at the Spring Induction ceremony, or at another student's assembly as determined by the Advisor and chapter members.

Membership

Section 1: Active members must maintain the standards by which they were selected and meet other obligations as determined by the Chapter Advisor.

Section 2: Active members shall participate in the activity projects as determined by the Advisor and current members. NHS projects must fulfill a need within the school or community, have support of the administration and faculty, be appropriate and educationally defensible, and be well-planned, organized and executed.

Section 3: Individual members also have the responsibility to choose an *individual* service project in another area of involvement in line with their particular talents and interests.

Discipline

Section 1: 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 of non-improvement. The advisor will also meet personally with the member to discuss the situation and develop a plan for improvement.

Section 2: 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.

Dismissal

Section 1: The Advisor shall require all current members to complete a “Members Growth Documentation Form” at least once a year. These forms will be evaluated by the Advisor and submitted to the Council if review is warranted.

Section 2: The Council shall consider all membership at least once per year. Any members of the Council or Advisor may request consideration for dismissal to the Council. The Council shall discuss the evidence submitted and may, by a majority vote, place a member on probation.

Section 3: 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. If the plan for improvement completed as part of a disciplinary action is not fulfilled, the chapter advisor may recommend further disciplinary action, up to a recommendation to the Faculty Council for dismissal. In the case of a flagrant violation of school rules or civil laws, a member does not necessarily have to be warned, but may be immediately referred to the Faculty Council for dismissal.

Section 4: The Faculty Council will determine the 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.

Section 5: Pre-Dissmissal Hearing Procedures

- A. Notification: 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.
- B. Pre-Dissmissal Hearing
 - 1) NHS Members are encouraged to attend the hearing, but attendance is not mandatory. A 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.
 - 2) 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.
 - 3) The rules for the hearing will be designed to facilitate consideration of the facts, and the rules of evidence will serve as guidelines, but will not be strictly enforced.
 - 4) 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 simple majority vote.
 - 5) Members, their 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 and their parent(s)/guardian(s) of the Faculty Council's decision prior to receiving the written notice.

- 6) 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.
- 7) Members who have been dismissed from the National Honor Society will never again be eligible for membership status or benefits.

C. Appeal Process

- 1) The dismissed member may appeal the decision of the Faculty Council under the local school district's policies governing disciplinary appeals.
- 2) The dismissed member may make a written appeal of the Faculty Council decision to the principal within five school days of the decision. The principal will hear the appeal and respond in writing within fifteen school days.
- 3) The dismissed member may make a written appeal of the principal's decision to the Superintendent within five days school days of the decision. The Superintendent will hear the appeal and respond in writing within fifteen school days.
- 4) The decision of the Superintendent is final.

Eligibility Commitment

Please read through these commitments and sign if you agree to meet them.
This agreement is required prior to induction into National Honor Society.

REQUIREMENTS FOR NHS ACTIVE STATUS AND RECOGNITION AT GRADUATION

- **Standards:** I realize that as a National Honor Society member I will be expected to uphold the standards of exemplary scholarship, leadership, service, and character by which I was selected for membership in National Honor Society. I recognize that these elements are essential to maintaining an active membership in National Honor Society. I understand that if I fail to uphold these standards, my membership will be subject to disciplinary action, up to and including dismissal.
- **Service:** I recognize that one component of membership in National Honor Society is providing service to my school and community. Meeting the service requirement and submitting documentation by the deadline below are required to maintain active status in National Honor Society and recognition at graduation. The service requirements are:
 - Completion of 40 hours of service by April 25, 2017
 - At least 5 of the service hours will come from the group service project.
 - Documentation of service submitted by April 25, 2017
- **Meeting Attendance:**
 - Monthly meetings at 9:30am in Ms. Del Monte's room.
 - Attendance at a **minimum of ten (10)** of the monthly meetings.

Name _____

Accept Membership in NHS

I have read through the requirements for active status in National Honor Society. I am willing to make the serious commitment of time and energy in order to be a productive and positive member.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Constitution of the National Honor Society

National Association of Secondary School Principals. National Honor Society Handbook. 15th ed. Reston: NASSP, 1997.