

National Honor Society Student
Handbook

Humble Christian School Chapter

National Honor Society

Humble, Texas

2018-2019

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

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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 adviser. 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 7:15 A.M., 2nd Thursday of every month (also first Thursday of every month for NHS Officers)
- Attendance at **a minimum of 7** of the 9 total monthly meetings held during the school year (14 of the 18 meetings for officers).

Dues

Each member of the National Honor Society is responsible for paying \$20.00 in dues per 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 10 hours.
- At least 5 of the service hours will come from the group service project.
- Documentation of service submitted by April 15, 2019

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 are described and verified on the Eligibility for Selection Form 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 Humble Christian School and in the communities served by Humble Christian School.

Scholarship

Students will have a 3.0 cumulative grade point average after their 1st, 9th grade high school semester. Students must have been in attendance at Humble Christian School 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
 - participation in any illegal activities such as drug use and underage drinking
-

Service

Students will be actively involved in at least 1 athletic program or student activity, and yearly community service projects. Active involvement is characterized by:

- Athletic Programs: participation and attendance for one entire season during the student's high school career.
 - Student Activities: participation and attendance at no less than 80% of meetings and events for any one year during the student's high school career.
 - Community Service Projects: 10 or more hours of unpaid, uncompensated service to the school or community per year.
-

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 adviser to develop a plan to remediate the behavior through appropriate service, research, or outside programming.
Cumulative weighted GPA falls below 3.0	Member meets with faculty adviser to develop a plan for improvement. A goal is set for the end of the current grading period.
Inadequate meeting attendance.....	Member will contribute 1 hours of service to development of the Humble Christian School 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:

Humble Christian School National Honor Society Discipline and Dismissal Procedure Bylaws of the Humble Christian School Chapter of the National Honor Society.....7-11

Contacts

Chapter Adviser.....	Mrs. Emma Smith 281-441-1313 ext. 263 esmith@humblechristianschool.org
Humble Christian School Principal	Ted Howell 281-441-1313 ext.223 teddyhowell@humblechristianschool.org
Humble Christian School Associate Principal	Jan Bettis 281-441-1313 ext. 226 janbettis@humblechristianschool.org
Humble Christian School Website.....	www.humblechristianschool.org
National Honor Society Website	www.nhs.us

Bylaws

Humble Christian School Chapter

National Honor Society

Humble, Texas

Article 1

Name and Purpose

Section 1: The name of this chapter shall be the Humble Christian School Chapter, which appears on the charter granted by the National Council of the National Honors Society, duly signed by the members of the National Council.

Section 2: The object of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, and to encourage and recognize the development of character and leadership in students of Humble Christian School.

Article II

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. Graduating members may purchase or rent their white satin pendant stoles prior to graduation. Graduating officers may also purchase or rent their gold chords.

Section 3: Candidates shall have spent at least one semester in Humble Christian School, and shall be members of the sophomore, junior or senior class prior to active membership. Candidates eligible to selection shall have Scholarship demonstrated by a cumulative 3.0 GPA after one semester.

Bylaws/ Membership (cont.)

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 Adviser. Active members shall complete the required hours of individual and group service between their induction and the April 15, 2016, deadline set by the Faculty Adviser. If members do not meet these expectations, their membership is subject to discipline.

Article III

Selection of Members

Section 1: The members of the Humble Christian School Chapter of National Honor Society shall be selected by the Faculty Council. For member selection purposes, the Faculty Council shall consist of representatives of all members of the Humble Christian School Faculty, as designated by the High School Principal.

Section 2: Eligible candidates shall submit a selection portfolio which documents their Scholarship, Leadership, Character, and Service and confirms their eligibility under these benchmarks. These benchmarks are defined, but not limited, by the following descriptions:

- A. Examples of positive Leadership qualities include (but are not limited to):
 - 1) Leadership in the classroom
 - 2) Leadership in promoting school activities
 - 3) Successfully holding positions of responsibility
 - 4) Exemplifying positive qualities and attitudes
 - 5) Exerting a positive influence which directly affects others
- B. Examples of positive Character qualities include (but are not limited to):
 - 1) Meeting individual responsibilities and obligations to school and teachers promptly
 - 2) Demonstrating highest standards and a positive attitude toward honesty and reliability
 - 3) Demonstrating desirable qualities of friendliness, and appropriate maturity
 - 4) Demonstrating cooperation and citizenship by complying with school and civic regulations
- C. Examples of behaviors which render a student ineligible for selection include (but are not limited to):
 - 1) plagiarism or cheating
 - 2) theft at school or in the community
 - 3) participation in any illegal activities, such as drug use or underage drinking

Bylaws/ Selection of Members (cont.)

Section 3: The principal shall receive appeals in cases of non-selection of candidates.

Article IV

Discipline

Section 1: It is the responsibility of the chapter adviser 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 adviser 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 adviser 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 adviser. The goal of disciplinary measures should be to reeducate the student to more appropriate behavior.

Article V

Dismissal

Section I: Members who fall below the standards which were the basis for their selection shall be warned in writing by the chapter adviser 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 adviser 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 2: 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 3: Pre-Dissmissal Hearing Procedures

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

Bylaws / Dismissal (cont.)

B. Pre-Dismissal 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 adviser 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 adviser. 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 School Board within five days school days of the decision. The School Board will hear the appeal and respond in writing within fifteen school days.
- 4) The decision of the School Board is final.

Article VI

Resignation

Section 1: Resignation from the honor society requires a written statement signed by the member and their parent(s)/guardian(s).

Section 2: Students cannot be "forced" to resign from the society, for this will be interpreted as a dismissal without due process.

Bylaws / Resignation (cont.)

Section 3: Members who have resigned from the National Honor Society will never again be eligible for membership status or benefits.

Article VII

Officers

Section I: The members will elect four general officers who serve from their induction. These four officers will then determine among themselves who is best fit for each position. If the officers are unable to assign specific positions, this responsibility will fall to the Chapter Adviser.

Section 2: The Officer positions and their duties include (but are not limited to):

A. President

- 1) Leads the monthly meetings.
- 2) Coordinates all aspects of the group service project. This service project will be something that gives back to Humble Christian School or to the Humble community. The service project can be anything that would be valued by the school or community.
- 3) Completes and sends in the annual report to the national office in early May.

B. Vice President

- 1) Works along with the President, serving as an assistant and replacing the President if the need arises.

C. Historian

- 1) Maintains records and documentation of all group service projects.
- 2) Reports progress of group service projects.
- 3) Takes attendance at the monthly member meetings.

D. Secretary

- 1) Types all meeting minutes and distributes them to all members and officers
- 2) Works with the Officers to plan and type meeting agendas
- 3) Works with the Chapter Adviser to organize and plan the spring ceremony to recognize and celebrate graduating and new NHS members. These include arranging a guest speaker, the rehearsal, decorations, invitations, programs, revisions of the program itself, recognition of group accomplishments, and any other parts of the program.

Section 3: Officers will attend monthly meetings on the first Thursday of each month at 7:15 a.m. with the Chapter Adviser, which will occur one week before the general member meeting.

Eligibility Commitment

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

REQUIREMENTS FOR NHS ACTIVE STATUS AND RECOGNITION AT GRADUATION

- **Standards:** I realize that if selected as a member of the National Honor Society, 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 10 hours of service by April 15, 2019.
 - At least 5 of the service hours will come from the group service project(s).
 - Documentation of service submitted by April 15, 2019.

- **Meeting Attendance:**
 - Monthly meetings at 7:15 a.m. on the second Thursday of each month (also first Thursday of every month for NHS Officers).
 - Attendance at **a minimum of seven (7) of the nine (9)** monthly meetings (minimum of 14 of the 18 meetings for NHS Officers).

Signature of Member: _____ **Date:** _____

Signature of Parent: _____ **Date:** _____

Received by: _____ **Copy made/returned to member:** yes/no **Date:** _____
(Adviser initials)

Name _____ Grade _____

Graduation Date _____

Accept Membership in NHS

I have read through the requirements for active status in National Honor Society and recognition at the Humble Christian School graduation ceremony for_____. 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:** _____

Decline Membership in NHS

I choose not to pursue NHS membership at this time. If I meet the qualifications for membership in the following year, I will be invited to pursue membership at that time.

Student Signature: _____ **Date:** _____

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