

National Junior Honor Society Student  
Handbook

*Humble Christian School Chapter*

*National Junior Honor Society*

Humble, Texas

2018-2019

# National Junior Honor Society Student Handbook

## *Humble Christian School Chapter*

### *National Honor Society*

Humble, Texas

*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 Junior 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 Junior Honor Society and the obligations of your membership.*

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# *Member Expectations*

## *Meetings*

National Junior 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., 2<sup>nd</sup> Thursday of every month (also first Thursday of every month for NHS/NJHS 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 Junior Honor Society is responsible for paying \$20.00 in dues per year.

## *Service*

Each local chapter of National Junior 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 of community service per year.*
- *Documentation of service submitted by April 15, 2019*

### *Service, Character, Leadership, Scholarship*

*All National Junior 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 JUNIOR 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 cumulative core course grade average of 85% or higher after their 1st, 6th grade school semester (elective courses such as Art, P.E., and Music are not calculated in the core course average). Students must have been in attendance at Humble Christian School for at least one semester.

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### **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 junior 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 junior 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 Junior 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.

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## *Behavior*

## *Potential Consequence*

<i>Discipline Referral .....</i>	<i>Member meets with faculty adviser to develop a plan to remediate the behavior through appropriate service, research, or outside programming.</i>
<i>Cumulative GPA falls below 3.0 .....</i>	<i>Member meets with faculty adviser to develop a plan for improvement. A goal is set for the end of the current grading period.</i>
<i>Inadequate meeting attendance.....</i>	<i>Member will contribute 1 hours of service to development of the Humble Christian School Chapter of NJHS for each meeting missed beyond the maximum allowed.</i>

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



## Contacts

Chapter Adviser..... Mrs. Emma Smith  
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Humble Christian School Principal ..... Ted Howell  
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[.org](#)

Humble Christian School Website.....

[www.humblechristianschool.org](http://www.humblechristianschool.org)

National Junior Honor Society Website ... [www.njhs.us](http://www.njhs.us)

# Bylaws

*Humble Christian School Chapter*  
*National Junior 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 Junior Honor 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.

Section 3: Candidates shall have spent at least one semester in Humble Christian School, and shall be members of the seventh or eighth grade prior to active membership. Candidates eligible to selection shall have Scholarship demonstrated by a cumulative core course grade average of 85% or higher after one semester in 6<sup>th</sup> grade, or in 7<sup>th</sup> grade (elective courses such as Art, P.E., and Music are not calculated in the core course average).

#### *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, 2018, 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 Junior 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 NJHS 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-Dismissal 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) NJHS 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 Junior Honor Society must surrender their NJHS 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 Junior 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).

### *Bylaws / Resignation (cont.)*

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

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

## Article VII

### *Officers*

Section I: The members will elect three general officers who serve from their induction. These three 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) Assists NHS President in leading the monthly meetings.
- 2) Assists NHS President in coordinating 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.

**B. Vice President**

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

**C. Secretary**

- 1) Assists NHS Secretary in typing all meeting minutes and distributes them to all members and officers
- 2) Works with the Officers to plan and type meeting agendas

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 Junior Honor Society.**

## REQUIREMENTS FOR NJHS ACTIVE STATUS AND RECOGNITION AT GRADUATION

- **Standards:** I realize that if selected as a member of the National Junior 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 Junior Honor Society. I recognize that these elements are essential to maintaining an active membership in National Junior 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 Junior 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 Junior Honor Society and recognition at graduation. The service requirements are:
  - Completion of 10 hours of service by April 15, 2019.
  - 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 NJHS Officers).
  - Attendance at a **minimum of seven (7) of the nine (9)** monthly meetings (minimum of 14 of the 18 meetings for NJHS 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 NJHS**

I have read through the requirements for active status in National Junior 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 NJHS**

I choose not to pursue NJHS 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:** \_\_\_\_\_