

CORNWALL-LEBANON SCHOOL DISTRICT



NATIONAL HONOR SOCIETY HANDBOOK & BYLAWS

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Purpose

The purpose of the Cornwall-Lebanon chapter of the National Honor Society is to promote leadership, scholarship, character and service in our school and community. “This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the member.”

A. Affiliation

Our chapter is affiliated with the National Honor Society and abides by all the rules of the National Association.

B. Membership Standards

- 1) A candidate must have attended Cornwall-Lebanon School for one semester to be eligible for consideration of membership.
- 2) Students with a cumulative **3.85 weighted grade** point average at the end of their sophomore, or junior year will be considered for membership in the Cornwall-Lebanon chapter of NHS. A student may have no final grade of D or F in any class over the cumulative history of grades in their sophomore, and junior years.
- 3) The students must meet the requirements of scholarship, character, leadership, and service (see part D) to be considered for membership.
- 4) **All National Honor Society meetings and the induction ceremony are required activities.** These dates will be announced well in advance; members are expected to make the necessary arrangements to ensure attendance. **If a member misses an event without a pre-approved absence, the member must submit to the advisor(s) a written excuse within 48 hours, who will then submit it to the faculty council for a vote.** Possible outcomes include that the student may be excused, may be asked to complete extra service hours, or may not be eligible for membership.

C. Selection

- 1) The selection process begins with the students completing the application forms.
- 2) The applications are rated and the selection of candidates to the Cornwall-Lebanon NHS chapter is made by a majority vote of the faculty advisory council.

D. Requirements for Membership

Scholarship

The scholarship requirement is a cumulative weighted 3.85 grade point average at the end of their sophomore, or junior year. A student may have no final grade of D or F in any class over the cumulative history of grades during their sophomore, and junior years. Once the scholarship requirement has been met, the candidate is then eligible for consideration based on leadership, character and service (application process).

Leadership

Leadership roles in both the school and community will be examined. The student who exercises leadership exhibits, *but is not limited to*, these qualities:

- 1) Is resourceful in proposing new problems, applying principles, and making suggestions
- 2) Demonstrates an initiative in promoting school activities
- 3) Exercises positive influence on peers in upholding school ideals
- 4) Contributes ideas that improve the civic life of the school
- 5) Is able to delegate responsibilities
- 6) Exemplifies positive attitudes
- 7) Inspires positive behavior
- 8) Demonstrates academic initiative
- 9) Successfully holds school offices/positions of responsibility
- 10) Is a leader in the classroom, work, and in other activities
- 11) Is willing to uphold scholarship and maintain a loyal school attitude
- 12) Shows enthusiasm towards NHS and all it stands for, by wearing their prescribed, issued, societal T-shirt to all meetings and NHS activities. Failure to do so reflects poorly on the individual, our community and does not uphold our high standards for conduct

Character

A student of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship. In addition, it can also be said that the student of character exhibits, *but is not limited to*, the following:

- 1) Takes criticism willingly and accepts recommendations graciously
- 2) Consistently exemplifies desirable qualities of behavior
- 3) Upholds principles of morality and ethics
- 4) Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- 5) Demonstrates the highest standards of honesty and reliability
- 6) Shows courtesy, concern, and respect for others on a regular basis
- 7) Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- 8) Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistake of others
- 9) Actively promotes positivity in school and community environments
- 10) **Attends school regularly - no excessive tardiness or absences. School tardies and absences will be strictly monitored throughout the school year. Please refer to the Student Handbook for information regarding attendance policies.**
- 11) Maintains clean disciplinary record (Prior to invitation, all prior disciplinary infractions will be reviewed on case by case basis. A disciplinary infraction could result in a student not receiving an invitation for membership or invitation could be revisited for senior year.)

Service

Service is considered those actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. A minimum of twenty (20) hours of individual **local community** service per year is required to fulfill this obligation. **Prior approval is required, or hours may not be credited.** The deadline for **all NHS members is April 15th** of each calendar year. Failure to submit service hours by April 15th will result in immediate disciplinary action and possible expulsion from the National Honor Society. **You may not submit all your hours from the same opportunity (i.e. helping with church every Sunday throughout the school year).** No more than half of the required number of community service hours may be completed during the summer.

Examples of a person who shows service include, *but are not limited to*, the following:

- 1) Volunteers and provides dependable and well-organized assistance, is gladly available and is willing to sacrifice to offer assistance
 - Example: Volunteer at a hospital, volunteer firefighter, helping at youth sports camps, environmental cleanup, volunteer at a food bank or Humane society, or most local non-profit organizations
- 2) Works well with others and is willing to take responsibilities
 - Example: Leading a station at a church/community carnival, organizing the student tutors, organizing the decoration committee for senior-senior prom, music/worship leadership at church
- 3) Cheerfully and enthusiastically renders any requested service to the school
 - Example: Participating in THON Committee or Key Club activities that takes place outside of school hours, ushering at a musical or school concert, open house escort, volunteer at the library
- 4) Completes committee and staff work without complaint
 - Example: Helping to organize the NHS Bulletin Board or organize handouts for the Chicken BBQ fundraiser

E. Notification of Inductees

- 1) Those students selected for membership into the Cornwall-Lebanon chapter of the National Honor Society are notified by one of the NHS Advisors.
- 2) A formal induction ceremony will occur in the month of October.
- 3) Students who are eligible can apply for membership by filling out an application and submitting it by a specific date.
- 4) Those students not selected, may apply the following year, but per the National Honor Society bylaws, no communications about the reasons for non-selection are permitted.

F. Obtaining & Maintaining Membership

Membership is by invitation only and is determined by a cumulative grade point average of a weighted 3.85 or above and an untarnished discipline record. If a student meets the criteria above, s/he you will receive a letter requesting an application.

Once students are selected for membership into the Cornwall-Lebanon chapter of the National Honor Society, they are making a commitment to uphold the characteristics of the society throughout their high school careers.

- 1) All members should maintain high standards in character, leadership, scholarship, and service. Members who do not maintain high standards in these areas may be subject to probation or dismissal from National Honor Society.
 - A member who fails to maintain a cumulative weighted 3.85 grade point average from school year to school year will have one semester to reestablish the member's academic status. If the member fails to do so, the member will be reviewed by the Cornwall-Lebanon National Honor Society chapter and may not be eligible for continuance in the chapter.
 - Greater than 10% absence in any class per marking period may result in NHS dismissal, on a case by case basis.
 - Earning a final grade of a D or F in any class will result in immediate dismissal.
 - Greater than 30% absence for all NHS activities will result being subject to NHS dismissal proceedings as outlined below. Exceptions for extraordinary tragedies, will be reviewed on a case by case basis.

- 2) Types of Membership
 - Student: Active members of the society
 - Graduate: Upon graduation, all active members become graduate members
 - Honorary: The faculty council has the right to award honorary membership to school officials, principals, teachers, advisors, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the society.
 - Transfer students: An NHS member who transfers to a school and brings a letter from the former principal or advisor shall be accepted as a member of the new school's chapter. Transfer students must meet the requirements of the chapter within one semester.

G. Principal

- 1) The principal shall reserve the right to approve all activities and decisions of the chapter.
- 2) The Board of Education shall appoint the faculty advisor.
- 3) The principal shall appoint the faculty council, which is composed of five members of the school's faculty.
- 4) The principal shall hear appeals in cases of non-selection of candidates and discipline or dismissal of members.

H. Faculty Chapter Advisor

- 1) Responsible for supervising the direct activities of the society.
- 2) Maintains the membership files, chapter history, activities, etc.
- 3) Serves as a non-voting member of the faculty council.
- 4) Regularly reviews each member for compliance with National Honor Society standards and obligations and notifies the faculty committee.

I. Activities

The Cornwall-Lebanon chapter of the National Honor Society will carry out service project(s) during the year. Participations in these projects is **mandatory** but does not count towards the required 20 hours of community service.

J. Discipline and Dismissal

- 1) Discipline
 - Any member who falls below the standards of the National Honor Society will be notified in writing from the faculty advisor of the violation, time period for improvement and warning of the possible consequences for non-improvement.
 - The members are subject to dismissal if they do not maintain all the standards of the National Honor Society. **The member's conduct, both school related and non-school related, will be considered.**
 - The faculty advisor will give limited warnings.
- 2) **In the case of a flagrant violation of any school rules, athletic code, civil laws or criminal laws, a warning is not required for dismissal.**
- 3) Any member who falls below the standards in any one of the areas of character, leadership, scholarship and service (during their high school career) will have a quarter to reinstate their membership.
Falling below standard could include:
 - Failure to participate in the required service projects carried out throughout the year
 - Any violation of school or athletic training rules
 - Any unethical behavior (i.e. cheating, plagiarism, inappropriate use of technology)
 - Failure to maintain honor roll/high honor roll status each marking period
 - Greater than 10% absence or lateness in any class per marking period may result in NHS dismissal, on a case by case basis.
 - Failure to complete community service hours.
- 4) Semester of reinstatement
 - During the semester of reinstatement, the member is eligible to participate in the activities of the National Honor Society.
 - If this occurs during the final semester of the senior year, recognition as a member of the NHS at graduation may not occur.

K. Dismissal Procedures

A member who violates any one of the principles of the National Honor Society or flagrantly violates any school rules, civil or criminal laws is subject to dismissal.

- A written notification of the reason for dismissal will be sent with the date and time of the pre-dismissal hearing.
- A pre-dismissal hearing of the faculty council will be held. The student has the right to “due process” and may respond either in writing or orally.

- If the faculty council determines there is a need for a dismissal, a hearing will be scheduled and the member will be allowed to appear before the faculty council to explain the situation. If a majority of the faculty council votes for dismissal, the student will be dismissed from National Honor Society.
- If a member is dismissed, written notice of the decision is sent to the member, parent/guardian, and the principal.
 - The member must surrender their National Honor Society membership card and the certificate to the faculty advisor.
- An appeal of the dismissal can be made to the school principal. The local school policy for appeals will be followed.

L. Resignation

If a member indicates a willingness to resign the National Honor Society membership, a conference will be held to discuss the resignation implications. This meeting will include, but not be limited to, the building principal, the National Honor Society member, the parent(s)/guardian(s) of the member and the chapter advisor. If all parties agree, the letter of resignation shall be written by the member and submitted immediately.

- Those members who resign from the National Honor Society will never again be eligible for membership or its benefits.
- Dated resignations should be submitted in writing with the signatures of the member and parent(s)/guardian(s).
- All membership materials must be turned in to the faculty advisor.

M. Chapter Officers

- 1) The members shall vote the following offices in the National Honor Society chapter:
 - President
 - Vice-President
 - Social Media Coordinator
 - Treasurer
 - Secretary
- 2) A majority of members must be present for the vote to occur. Members will be notified two weeks prior to the date of the vote.

N. Statement of Understanding

I, _____ have read the National Honors Society Handbook and am familiar with its contents. I understand that if I should become a member of the Cornwall-Lebanon Chapter of the National Honor Society, I must agree to follow the contents of this manual and comply with the procedures and guidelines contained within. I understand that if I should become a member of the Cornwall-Lebanon Chapter of the National Honor Society, I may be photographed or videotaped for media releases.

Signature _____
(Student member)

Signature _____
(Parent/Guardian)

Date _____