INSTRUCTION

Awards

National Honor Society – Grades 11-12

I. Constitution and Governance

A. The National Constitution of the National Honor Society governs local chapters of the Honor Society. The National Constitution was developed and is monitored by the National Council that serves as the governing body of the national organization.

1. All chapters must adopt and abide by the provisions of the National Constitution, per their chartering agreement with the national organization.

2. The National Handbook elaborates on the items found in the Constitution and provides guidance for advisors applying the Constitution to their work with their chapters.

B. Each local chapter must develop local bylaws within the framework of the National Constitution. The National Constitution includes an outline for local chapter bylaws.

II. Selection Process Determination

A. A Faculty Council shall be constituted in each school to determine and conduct the selection process.

1. The Faculty Council shall have five voting members.

2. The Faculty Council shall be facilitated by the chapter advisor who sits as the sixth non-voting member of the council.

B. The Faculty Council determines the selection process which is approved by the principal.

1. The selection process is available for review by students, faculty, and parents.

2. The selection process is published in appropriate print and electronic school publications.
III. Scholastic Eligibility

A. As the first step in the process, the Faculty Council reviews students’ academic records to determine those students who are scholastically eligible for membership.

B. Grade Point Average

1. For the Classes of 2012 and 2013, the current cumulative non-rounded weighted grade point average established by the Faculty Council in each school shall be used to determine scholastic eligibility for membership.

2. For the Class of 2014 and beyond, the cumulative weighted grade point average across the School Division shall be a 3.6 non-rounded grade point average used to determine scholastic eligibility for membership.

C. Grade Point Average – Grades Considered

1. The grade point average from the end of the first semester sophomore year, first semester junior year, or first semester senior year for schools is used to determine scholastic eligibility in schools that induct students in the spring of the year.

2. The grade point average from the end of the second semester sophomore year or second semester junior year is used to determine scholastic eligibility for those schools that induct students in the fall of the year.

IV. Information Gathering Process

A. Each student who is determined to be scholastically eligible shall complete a Candidate Information Form (Attachment A).

B. At least three faculty members must complete a Faculty Evaluation Form. Either (Attachment B) or (Attachment C) shall be used.

1. Faculty Evaluation Forms must have a place for teachers to indicate class currently or previously taught to student and must be signed by the faculty member.

2. Faculty Evaluation Forms must include a description of the characteristics of leadership, character, and service, and faculty members must evaluate students on these characteristics.

C. Both Candidate Information Forms and Faculty Evaluation Forms are returned to the Faculty Council for review.
V. Faculty Council Decision Process

A. Faculty Council members review both Candidate Information Forms and Faculty Evaluation Forms in order to ensure that their decisions are based upon accurate and complete understanding of all information presented for review.

1. Faculty Council members may consider special circumstances of students.

2. Those candidates receiving a majority vote of the Faculty Council shall be invited for induction into the chapter.

B. Prior to notification of any candidates, the chapter advisor is required to report the results of the Faculty Council’s deliberations to the principal for approval.

VI. Notification Process

A. All students shall be notified in writing of the results of the selection process.

B. Student not selected have a right of appeal through the academic appeal processes designated in Regulation 731-1, “Appeal of Student Matters.”

VII. Induction Process

A. If the grade point average is considered at the end of the first semester sophomore year, first semester junior year, or first semester senior year, the school shall induct students in the spring of the year.

B. If the grade point average is considered at the end of the second semester sophomore year or second semester junior year, the school shall induct students in the fall of the year.

VIII. Member Roles and Responsibilities

A. Each school chapter shall establish member roles and responsibilities as a part of its chapter bylaws.

1. Conduct of members shall be designated in the bylaws.

2. Service hours shall be designated in the bylaws.

3. Meeting attendance shall be designated in the bylaws.
B. Each school chapter shall indicate reasons and procedures for discipline and dismissal of a member from the chapter in its chapter bylaws.

1. A member may be disciplined or dismissed in the following circumstances:
   a. The member has fallen below the standards by which the member was selected.
   b. The member has failed to meet one or more of the established obligations of membership.
   c. The member has violated school rules or the law.

2. Dismissal procedures will follow the requirements for due process established in Article X of the National Constitution of the National Honor Society.

3. A student who is dismissed from the chapter has a right of appeal through the academic appeal processes designated in Regulation 731-1, “Appeal of Student Matters.”

C. Each school chapter shall indicate procedures for resignation of a member from the chapter in its chapter bylaws.

The Associate Superintendent for Student Learning and Accountability, the Associate Superintendent for High Schools, and High School Principals are responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2014.
National Honor Society
Candidate Information Form
Completion of this form does not guarantee selection for the National Honor Society

Last Name: ______________________ First Name: ___________________ Middle Initial: _______ Grade: ______

1st Period Class: ________________________________ Teacher: __________________________ Room: __________

Address: _________________________________________________________________________

Home Phone Number: ____________________________ Cell Number: _____________________

Email Address: __________________________________________________________________

Please provide a short personal statement in the space provided. It may be advice recalled from a role model, a personal philosophy or a quote for success.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Directions: Please complete all sections. You may type or write in blue or black ink; however, the information must be legible. Do not be modest; every bit of information can be used by the Faculty Council to assist in the selection process. To be considered for membership, please complete this form and return it to _________________ by ____________.

Forms received after this date/time or with incomplete information will not receive consideration for membership.

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<th>Period</th>
<th>Class</th>
<th>Teacher</th>
<th>Room</th>
<th>Notes:</th>
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(for Faculty Council use only)
**Extra-curricular Activities and Leadership Positions:** List all activities in which you have participated during high school. Include clubs, sports, musical groups, church activities, work experiences, etc. Indicate major accomplishments and leadership positions. **It is imperative that you list the duration of involvement as well as duration of leadership position.** Please add an additional sheet if necessary.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Year(s)</th>
<th>Accomplishments</th>
<th>Leadership Positions</th>
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**Service Activities:** List all activities in which you have participated to support and improve your community. Note any major accomplishments. Documenting evidence is required that will include how many hours you volunteered and the signature and phone number of an adult sponsor. **REMEMBER: Service Activities are volunteered time and work which is nonpaid.** Examples may include working at a homeless shelter, in a nursing home, or working with a group of youngsters where you are not paid for your service. Please add an additional sheet if necessary.

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<thead>
<tr>
<th>Community Activity</th>
<th>Volunteer Hours Per Year</th>
<th>Accomplishments</th>
<th>Sponsor Signature/Phone Number</th>
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**Leadership Activities:** List all leadership positions you have held. Note any major accomplishments and **provide specific information on why these positions should be considered leadership positions. Indicate how you organized and managed a group of people. Please remember that the position has to be sustained, meaning that it must be for more than a few days—this should be listed under Duration of Position.** Please provide the name and phone number of a sponsoring adult. Please add an additional sheet if necessary.

<table>
<thead>
<tr>
<th>Leadership Activity</th>
<th>Duration of Position</th>
<th>Explanation of Leadership Role</th>
<th>Sponsor Signature/Phone Number</th>
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<td>List Hours Per Year</td>
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Recognition and Awards: List all honors or recognitions you have received. Please add an additional sheet if necessary.

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<th>Recognition, Award</th>
<th>Year</th>
<th>Description</th>
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Other:

1. Have you had any (high school) suspensions, code of conduct violations, or detentions? If so, indicate the year and offer an explanation. Also, please list any special circumstances that the Faculty Council should consider.

   Year: ______________________
   Explanation: ________________________________________________________________
   _________________________________________________________________________
   _________________________________________________________________________
   _________________________________________________________________________

2. Are you currently on or have you been on a reduced class schedule?  ____Yes  ____No
   If yes, what year? _________________________________________________________
   What was your schedule? __________________________________________________
   What was the reason(s) for the reduced schedule? _____________________________
   _________________________________________________________________________

3. How would you like to continue your volunteer activity(ies) while a member in NHS? _____________________________

4. Please list the names of faculty members who are completing recommendation forms for you: ________________________

The information on this form is true to the best of my knowledge. If selected, I understand the requirements described in the attached cover letter. I accept the rights and responsibilities of being a member.

_________________________________________  ____________________________________ _______
Student’s Signature     Parent/Guardian’s Signature   Date
National Honor Society
Faculty Evaluation Form

Name of Student:______________________________________________________________________

Name of Faculty Member: _______________________________________________________________

Please indicate the course and grade or courses and grades in which you taught this student.

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<th>Grade</th>
<th>Course or Courses</th>
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Please determine a rating for this student using the following scale:
1-Below Average   2-Average   3-Above Average   4-Outstanding   N/A-Unknown

Please base your evaluation on the National Honor Society student characteristics described below:

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without monetary compensation, and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life.
Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, and shows courtesy, concern, and respect for others.

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<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Outstanding</th>
<th>Unknown</th>
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<td>Service</td>
<td>1</td>
<td>2</td>
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<td>4</td>
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<td>Leadership</td>
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<td>3</td>
<td>4</td>
<td>N/A</td>
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<td>Character</td>
<td>1</td>
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<td>3</td>
<td>4</td>
<td>N/A</td>
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If you evaluate a student as below average in any category, please document the reason for your evaluation.

Signature of Faculty Member _______________________________________ Date__________________

Please return this faculty evaluation form to the advisor of the National Honor Society chapter.
Faculty Evaluation Form
National Honor Society

Please determine a rating for each student you have taught using the following scale.
1-Below Average  2-Average  3-Above Average  4-Outstanding  N/A-Unknown

Please indicate the class and grade or classes and grades in which you taught the student.
Please base your rating upon the National Honor Society student characteristics described below.

**Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without monetary compensation, and with a positive, courteous, and enthusiastic spirit.

**Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

**Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, and shows courtesy, concern, and respect for others.

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student Grade</th>
<th>Taught Grade(s)/Course(s)</th>
<th>Service</th>
<th>Leadership</th>
<th>Character</th>
<th>Comments</th>
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If you evaluate a student as below average in any category, please document the reason for your evaluation.

Faculty Member’s Signature ___________________________ Date ___________________