INSTRUCTION

National Junior Honor Society - Grades Seven-Eight

Membership in the National Junior Honor Society (NJHS) is an honor bestowed on a student by a faculty council and is based on outstanding scholarship, character, leadership, service, and citizenship. Each school chapter of the NJHS must develop bylaws to clarify operating procedures, including the election and duties of officers, schedule of meetings, member obligations, service hours, and dues. All chapters of the NJHS are governed by the national NJHS Constitution.

Membership Selection Procedures

I. Selection procedures are to be published yearly in appropriate school publications to ensure that all students are aware of the criteria and selection procedures for the NJHS.

II. Each school shall establish a faculty council for review and selection of applicants.

III. After the faculty council has made its decisions and prior to publication, the list of those recommended for induction and those not recommended for induction will be forwarded to the building principal for his/her final approval. Upon final approval by the principal, students will be notified in writing of the decision of the committee.

Membership Selection Criteria

I. The student must earn a cumulative scholastic average of at least 3.0 (on a 4.0 scale) or the equivalent standard of excellence at the end of the third nine-week grading period of the school year, and must have been in attendance at the school the equivalent of one semester. In extenuating circumstances, the semester rule may be waived by the faculty council.

II. The student must receive an overall faculty rating - average of 3.0 (non-rounded) on character, leadership, service, and citizenship based on a 4.0 scale.

A. Three teacher recommendation forms should be completed for each student.
B. At least two recommenders should be teachers of core academic classes.
C. At least two teacher recommenders should be current teachers.
D. A student may ask a community member to complete the third recommendation.
III. Students may be asked to complete a personal statement or essay as a part of the selection process.

IV. Teachers will rate the student using the criteria on the attached rating form (see Attachment I or II) and forward the evaluation directly to the faculty council.

Membership Requirements

I. Students recommended and approved for induction into the NJHS will be inducted in the spring of each year. Regardless of when the student is selected, he/she is expected to fulfill all obligations related to membership in the NJHS. A student who does not fulfill such obligations may be removed from membership in accordance with NJHS rules and regulations.

II. Students must maintain scholarship, character, leadership, service, and citizenship expectations to maintain membership in the NJHS. Members who fall below these standards shall be warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or the law, the member does not have to be provided warning.

III. Students who face dismissal shall have the right to a hearing by the faculty council and can appeal the decision to the building principal.

Records Maintenance

I. Students and parents have a right to access information in the application based on the Family Educational Rights and Privacy Act (FERPA).

II. Records should be maintained and stored according to FERPA requirements.

The Associate Superintendent for Student and Professional Learning (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy will be reviewed at least every five years and revised as needed.
National Junior Honor Society
Faculty Individual Student Evaluation Form

Name of Student: ____________________________________________________________

Name of Faculty Member: __________________________________________________

Please indicate the course(s) and grade(s) in which you taught this student.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

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 Junior 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.

<table>
<thead>
<tr>
<th></th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Outstanding</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>N/A</td>
</tr>
<tr>
<td>Leadership</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>N/A</td>
</tr>
<tr>
<td>Character</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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 Junior Honor Society chapter.
# National Junior Honor Society
## Faculty Evaluation Form

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(es) and grade(s) 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.

<table>
<thead>
<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>
</tr>
</thead>
</table>

If you evaluate a student as below average in any category, please document the reason for your evaluation.

Faculty Member’s Signature ____________________________  Date ________________