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ANDALUSIA SCHOOL
NHS/NJHS HANDBOOK
2017-2018



Andalusia National Honor Society/National Junior Honor Society Handbook

The contents of this handbook supersede all previous NHS/NJHS handbooks.

When the National Honor Society was founded in 1921, the hope was to create an organization that would recognize and encourage academic achievement while also developing other characteristics essential to citizens in a democracy. These ideals of scholarship, character, service, and leadership remain as relevant today as they were in 1921.

Now, 96 years later, the National Honor Society has become a prestigious organization, ranking high among administrators, faculty members, students, parents, and residents of the school community. Its reputation for excellence is the result of years of commitment on the part of everyone involved. Through NHS/NJHS chapter service activities, members maintain and extend the qualities that won them selection. Membership is thus both an honor and a commitment.

Every local chapter of the National Honor Society and National Junior Honor Society must have a set of guiding principles by which to operate. The by-laws and regulations set forth in this manual have been formulated to ensure that members of the Andalusia Chapter of the National Honors Society uphold the rigorous standards of the National Honor Society and to serve as models of excellence to other students.

These by-laws are consistent with the National Honor Society Constitution and clarify the operating procedures of the school's chapter. This handbook has been approved by both the Andalusia High School Discipline Committee and Principal.

The name of this organization shall be the Andalusia National Honor Society. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Andalusia.

The principal shall reserve the right to approve all activities and decisions of the chapter. The principal shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms. The principal shall receive appeals in cases of nonselection of candidates, and the disciplining or dismissal of members. The principal appoints and works closely with the chapter adviser and the faculty council to develop and follow fair selection and disciplinary procedures consistent with the Constitution. The principal cooperates with the adviser to achieve a smooth-running, productive chapter. The principal should be familiar with the *NHS/NJHS National Handbook* and stay abreast of the activities and procedures of the school's chapter.

The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community. The chapter adviser shall regularly review each member for compliance with standards and obligations. The chapter adviser shall help the chapter officers understand and carry out their duties. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms. The chapter adviser should be someone who has faith in the abilities of young people and is willing to spend time with them to develop their potential. The adviser is expected to be familiar with the *National Handbook* and have a working knowledge of

Honor Society policies, as well as those of the school and the school district. Neither principals nor assistant principals may serve as chapter advisers.

The number of faculty members serving as voting members of the faculty council is set at five. These five members include the four core subject teachers and the dean. Nowhere in the Constitution is there an exception made for the size of the faculty council and maintaining an odd-numbered council ensures that voting will resolve questions with a majority or greater vote. Members of the faculty council may be appointed to consecutive terms.

Local chapters, particularly in larger schools, can allow input from additional staff members when undertaking candidate review during the selection process. For example, a representative of another department may assist in reviewing candidates. Local chapters may also seek input from other teachers. Administrators can also be asked to submit relevant commentary during the review of candidates, particularly information obtained through school disciplinary records. However, when it comes time to vote, only the five appointed members of the faculty council should engage in the final deliberations and voting. The decisions reached are to be shared with the principal and, thereafter, with the candidates under consideration.

The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider nonselection, dismissal, other disciplinary actions, and warning cases. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this Constitution and NHS/NJHS policies. The chapter adviser facilitates all meetings of and works with the faculty council in selecting, disciplining, or dismissing members. Parents and students cannot serve as members of the faculty council. The adviser and the faculty council cooperate in developing and periodically reviewing all local selection and disciplinary procedures and guidelines. All judgments reached by members of the faculty council should be both sound and professional. The faculty council members must be fully knowledgeable of the guidelines for their chapter and follow carefully all stated guidelines and procedures.

Membership in the National Honor Society and National Junior Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character that were the basis for their selection.

Scholarship means a commitment to learning. A student in the NHS/NJHS is willing to spend hours in reading and study, knowing the lasting benefits of a cultivated mind. We should continue to learn even when formal education has ended, for education ends only with the end of life. Knowledge is one great element in life, which leads to the highest success, and it can be acquired in only one way – through diligence and effort. Candidates have the charge to continually expand their world through the opportunities inherent in scholarship.

Service can be described in various ways. In the routine of the day's work, many opportunities arise to help others. Willingness to work for the benefit of those in need, without monetary compensation or without recognition, is the quality we seek in our membership. We are committed to the idea of volunteering our time and abilities to the creation of a better tomorrow.

Leadership should exert a wholesome influence on the school. In taking the initiative in class and school activities, the real leader strives to train and aid others to attain the same objective. The price of leadership is sacrifice – the willingness to yield one’s personal interests for the interest of others. A leader has self-confidence and will go forward when others hesitate. No matter what power and resources may exist in a country, they are ineffectual without the guidance of a wise leader. Leadership is always needed; thus, to lead is a substantive charge to each of our members.

Character is the force within each individual which distinguishes that person from others. It gives each of us our individuality. It is that without which no one can respect oneself, nor hope to attain the respect of others. It is this force of character that guides one through life and, when once developed, grows steadily. Character is achieved and not received. It is the product of constant action, striving daily to make the right choice. The problem of character is the problem of self-control. We must be in reality what we wish to appear to others. By demonstrating such qualities as respect, responsibility, trustworthiness, fairness, caring, and citizenship, we may hope to prove by example that we value character.

For many students, selection as a member of the National Honor Society is the pinnacle of their achievements in school. 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 new member. Because of the importance placed upon this aspect of high school life, local chapters are charged with creating a selection process that conforms to the national guidelines, is applied fairly and consistently to all candidates, and provides a meaningful recognition of deserving students. Much care and attention has been given to the formulation of the selection process policies and guidelines that follow, all of which are based on existing provisions of the NHS National Constitution.

The minimum standard for membership shall be an **average of at least 90 percent**. Candidates must have **no suspension on file** and must have **no more than two write ups on file**. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. The selection procedure shall be determined by the Faculty Council.

Selection to NHS/NJHS is a privilege bestowed upon students by the faculty of the school, and not considered a right inherent to any student. Membership is granted only to those students selected by the faculty council in each school on the condition of their having met the standards for selection established at the local level and based on the provisions of the National Constitution.

NHS/NJHS is more than an honor roll. Each member must demonstrate not only good grades, but also strength in each of the remaining three criteria. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance.

A candidate for membership must first be selected by the faculty council and then inducted at a special ceremony to become an active member of the chapter. Active members are expected to maintain the standards of the Society by which they were selected. They also fulfill certain obligations, as detailed in the chapter guidelines.

Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Members of the Faculty Council shall support the school leader in creating and sustaining a school environment in which each student is known, accepted and valued, trusted and respected, cared for and encouraged to be an active and responsible member of the school community. As such, the Faculty Council shall reserve the right to award honorary membership to students who warrant special consideration, in recognition of achievement and or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Candidates become members when inducted at a special ceremony.

The National Constitution defines several obligations for members. First, all members are to maintain the standards by which they were selected (i.e., continued performance at or above the required GPA, involvement in service and leadership projects, etc.). In addition, the Constitution expects members to attend meetings if called for, and to participate in both individual and chapter service projects during the year.

Chapters can choose to add to these obligations as long as they are identified for candidates prior to selection and that appropriate and timely notification is given to all members, once inducted, about their obligations.

6th grade students will be inducted into the National Junior Honors Society based on their academic and behavioral performance in the first two trimesters of 6th grade. 7th grade students will be inducted based on their academic performance in the first two trimesters of 7th grade. 7th grade students will also be inducted based on their behavior in the third trimester of 6th grade and the first two marking periods of 7th grade. 8th grade students will be inducted based on their academic performance in the first two trimesters of 8th grade. 8th grade students will also be inducted based on their behavior in the third trimester of 7th grade and the first two marking periods of 8th grade.

Freshmen (9th graders) are not eligible for membership. 10th grade students will be inducted into the National Honors Society based on their academic and behavioral performance in 9th grade. 11th grade students will be inducted based on their academic performance in 10th grade and their behavior in 10th and 11th grades.

Despite meeting all of the criteria, the Discipline Committee has the power to decline membership to any student by popular vote if the committee does not feel he/she is an appropriate representation of the National Honors Society or National Junior Honors Society.

Our chapter of NHS/NJHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.