

**Hancock Central School District**

**National Honor Society Handbook**



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**Hancock National Honor Society**

**By Laws**

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### **Purpose:**

The purpose of the Hancock 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 Hancock School for one semester to be eligible for consideration of membership.
- 2) To be qualified for membership, a student must be a junior or a senior and meet the following academic requirements:
  - 2 years each of Regents Math and Science and have taken a third year of Regents math and science by the end of the senior year in order to be recognized as a member of NHS at graduation. Exceptions for transfer students or scheduling difficulties will be considered – however, upper level track of academic courses must be maintained.
- 3) Students with a cumulative 90 weighted grade point average at the end of their sophomore or junior year will be considered for membership in the Hancock chapter of NHS.
- 4) The students must meet the requirements of scholarship, character and leadership (see part D.) and service to be considered for membership.
- 5) Attendance requirement: If you have ten percent or more absences during your freshman or sophomore year, this could negate your eligibility, on a case by case basis.
- 6) All NHS meetings and Induction ceremony are required activities. These dates will be announced well in advance, so students are expected to make the necessary arrangements to ensure attendance. If a student misses an event without a pre-approved absence, he/she 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 information forms.
- 2) The applications are rated and the selection of candidates to the Hancock NHS chapter is made by a majority vote of the faculty advisory council.
- 3) The Hancock NHS advisor and principal are not eligible to vote for membership selection.

## **D. REQUIREMENTS FOR MEMBERSHIP**

### **Scholarship**

The scholarship requirement is a cumulative weighted 90 grade point at end of their sophomore or junior year. Two years of Regents Math and Science and a third year of Regents level math and science due to be completed by the end of the senior year. Once the scholarship requirement has been met, the candidate is then eligible for consideration on the basis of leadership and character and service.

### **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

### **Character**

A person 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 helps rid the school of bad influences or environment

**(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.**

### **Service**

Service is generally 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.

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.
- (2) Works well with others and is willing to take responsibilities
- (3) Cheerfully and enthusiastically renders any requested service to the school
- (4) Completes committee and staff work without complaint

### **E. Notification of Inductees**

- (1) Those students selected for membership in to the Hancock NHS chapter are notified by the school district.
- (2) A formal induction ceremony will occur each fall semester.
- (3) Students who are eligible can apply for membership in the first semester of their junior or senior year.

### **F. Obtaining & Maintaining Membership**

Once a student is selected for membership in the Hancock 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. Students who do not maintain high standards in these areas may be subject to probation or dismissal from NHS.
  - a) A student who fails to maintain a quarterly average of 90 each marking period (at any time after induction) will have one marking period to reestablish his/her academic status. If he/she fails to do so, he/she will be reviewed by the Hancock NHS chapter and may not be eligible for continuance in the chapter.
  - b) Greater than 10% absence in any class per quarter may result in NHS dismissal, on a case by case basis.
  - c) Dropping the 3<sup>rd</sup> year Regents Math/Science will result in immediate dismissal.
- (2) Types of Membership
  - a) Student- Active members of the society
  - b) Graduate-Upon graduation all active members become graduate members
  - c) Honorary
    - i) 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.

d) Transfer students

i) 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.

ii) 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 Society standards and obligations and notify the faculty committee.

### **I. Activities**

(1) The Hancock NHS chapter will carry out service project(s) during the year. These projects are in addition to the required hours of community service.

(2) All members are required to participate in the service project(s) of the society.

(3) First year members must complete at least 25 hours of community service. Second year members must complete at least 40 hours of community service. First year members must turn in completed hours by May 1<sup>st</sup>. Second year members must have at least 15 service hours completed by the end of the first semester; remaining hours completed by April 1<sup>st</sup>. A copy of each member's community service hours log must be submitted at the end of the first semester and by April 1<sup>st</sup> or May 1<sup>st</sup> as outlined above. Failure to do so may result in dismissal.

(4) Community service hours should include a variety of volunteer work that is a service to the school and the community. Fund raising activities for personal gain are not considered community service.

(5) No more than half of the required number of community service hours may be completed during the summer.

## J. Discipline and Dismissal

### (1) Discipline

- a) Any student who falls below the standards of the NHS will be notified in writing from the faculty advisor of the violation and time period for improvement and warning of the possible consequences for non-improvement.
- b) The members are subject to dismissal if they do not maintain all the standards of the society. **The student's conduct, both school related and non-school related, will be considered.**
- c) 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 student 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.

- (a) Falling below standard could include:
  - (i) Failure to participate in a service project
  - (ii) Any violation of school or athletic training rules
  - (iii) Any unethical behavior (i.e. cheating, plagiarism, inappropriate use of technology)
  - (iv) Failure to maintain honor roll/high honor roll status each marking period
  - (v) **Continued (10 % or more per quarter) lateness to school or excessive absences from school**
  - (vi) Failure to complete community service hours.

### (4) Quarter of reinstatement

- (a) During the semester of reinstatement, the student is not eligible to participate in the activities of the National Honor Society (i.e. Field Trips, etc.).
- (b) 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

(1) A student who violates any one of the principles of the society or flagrantly violates any school rules or civil or criminal laws is subject to dismissal.

- (a) A written notification of the reason for dismissal will be sent with the date and time of the pre-dismissal hearing.
- (b) A pre-dismissal hearing of the faculty council will be held.
  - (i) The student has the right to “due process” and may respond either in writing or orally.
- (c) If the faculty council determines that there is a need for a dismissal, a hearing is scheduled and the member will be allowed to appear before

the faculty council and explains the situation. If a majority of the faculty council vote for dismissal, the student will be dismissed from NHS.

(d) If a member is dismissed, written notice of the decision is sent to the member, parent/guardian, and the principal.

(i) The member must surrender the NHS emblem and membership card to the faculty advisor.

(e) 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 student indicates a willingness to resign the NHS membership, a conference will be held to discuss the resignation implications. This meeting will include, but not be limited to, the building principal, the NHS member, the parent(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.**

(1) Those students who resign from the NHS will never again be eligible for membership or its benefits.

(2) Resignations should be submitted in writing with the signature of the member and parents/guardian.

(3) All membership materials must be turned in to the faculty advisor.

### **M. Chapter Officers**

(1) The members shall vote the following offices in the NHS chapter.

a) President

b) Vice-President

c) Secretary

d) Treasurer

e) Historian (if applicable)

(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.



**Statement of Understanding**

**I, \_\_\_\_\_ have read the National Honor Society Handbook and am familiar with its contents. I understand that if I should become a member of the Hancock 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 Hancock Chapter of the National Honor Society, I may be photographed or videotaped for media releases.**

**Signed \_\_\_\_\_  
(Student)**

**Signed \_\_\_\_\_  
(Parent)**

**Date \_\_\_\_\_**