

National Honor Society

Albany High School

Comet Chapter

Ms. Megan Schulz – NHS Advisor

Albany NHS Selection Process

1. The NHS advisor receives student cumulative GPA's. The advisor reviews all eligible students: sophomores, juniors, and seniors, who meet the first criteria of scholarship, which is a cumulative GPA of 3.50 or above. All students are notified of their eligibility in person and by letter. Two meetings are set with interested candidates to discuss the selection process and to help answer questions they may have. It is a privilege to continue the process from here. Students who wish to be considered for selection will provide the Faculty Council with information pertaining to the other qualities in a timely manner—describing activities; and submitting a letter of recommendation from a community member, coach or employer.
2. The Faculty Council is made up of a confidential five-member voting team. The Council rotates yearly so every faculty member receives a chance to be on the Council. They review all the information and make the final selections.
3. Prior to the Council meeting, the entire HS faculty, advisors, and coaches are surveyed, and use educationally and professional sound judgement to describe the student's character. This information is confidential and will help the Faculty Council with their selection process.
4. One week before voting, the Faculty Council receives all student information that the advisor received from students wishing to be selected. Student names are omitted, and a letter code is used to ensure student anonymity. The Council reviews the information in each student's file prior to the final voting date.
5. The advisor is a non-voting member of the Council. The advisor is present at the final selection process to make sure that the national and local guidelines for procedures are being followed. The advisor serves as a facilitator of the discussions, keeping the Council focused on objective data used to review each case. The advisor also shared the faculty's comments about each student's character.
6. The advisor asks if further discussion of an individual student is needed before taking a vote. The advisor then takes a majority vote for or against the selection of a particular candidate. The five Faculty Council members are the only voting parties.
7. Once the selections process is made, the advisor notifies the students in writing and personally talks to each student. The students who are selected will also receive a letter in the mail from the principal and faculty inviting them and their families to the induction ceremony.

Membership is more than an honor. It incurs a responsibility and an obligation to continue showing the outstanding qualities that resulted in one's selection. Membership also carries a responsibility to our chapter. For our chapter of NHS to be effective and meaningful, each member must become involved. Each member should participate in the chapter meetings and projects.

NHS Membership Criteria

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The NHS has worked hard to bring the accomplishments of outstanding student to the attention of parents, teachers, peers and the community. Chapters in more than 12,500 high schools across the nation strive to give practical meaning to the four core NHS ideals of *Scholarship, Leadership, Service, and Character*.

These four ideals are the basis of a student's selection into the National Honor Society. No student is inducted simply because of a high academic average! The NHS strives to recognize the total student who excels in all these areas. The standards used in the selection process are:

Scholarship: at least a 3.50 cumulative grade point average.

Leadership: the student exercises leadership in organized or informal activities by showing initiative, participating as an officer, being dependable, responsible, and positive. They should participate effectively in activities, be willing to uphold scholarship, be a positive influence on others, and maintain a loyal school attitude.

Service: the student willingly and cheerfully volunteers for service, both in organized activities and informal situations. Acts are done on behalf of others without any direct financial or material compensation involved. Courtesy, respect, dependability, and ability to work well with others is important, as well.

Character: the student should exhibit the following qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. They should generally make choices that reflect these standards of morality and ethics and respect for authority. Truthfulness, cooperativeness, courtesy, and respect for peers and others at school, work, home, church, or in the community are important. The Faculty Council considers the positives as well as the negative aspects of the student's character. The student should take criticism willingly and accept recommendations graciously. They should exemplify desirable qualities of behavior and demonstrate high standards of honesty and reliability.

Membership Obligations

Meetings: Attendance at meetings is mandatory. Each member will be notified of initial meeting. Meeting dates will be set at each meeting for the next meeting. These will be listed on HS office calendar and announced on the PA system. Excused absences will be allowed only for an excused absence from school on the day of the meeting or extenuating circumstances approved by the advisor prior to the meeting. A maximum of three excused absences and one unexcused absence will be allowed.

Grades: Students must maintain a cumulative grade point average of 3.5 or better. If a student falls below this, they may be put on probation for one semester with the chance to pull it up. If they are unable to do this, they will lose their status as an NHS member and must turn in their membership card.

Service: Students are expected to be of service to school and community. All members are expected to participate in any NHS sponsored activity as well as doing service oriented activities on their own (at least 16 hrs/year is recommended). Members must also help in any fund raising activities sponsored by NHS.

Dues: Annual dues are \$10. This helps to offset the costs of national membership fees, induction ceremony materials, and NHS graduation sashes.

Code of Conduct: Members of NHS are expected to adhere to the standards by which they were selected and follow the NHS code of conduct. Any cases of misconduct will be reviewed by the Faculty Council and may result in loss of membership.

Students must meet the above requirements to maintain their membership in NHS. Juniors who do not meet the requirements will not be eligible for membership as seniors. Seniors who do not meet the requirements will not wear the NHS honor sash at graduation.

**If there are any questions concerning policies please contact the NHS Advisor at 862-3135.

Non-selection Procedures

“Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society...It is important to uphold the integrity of NHS standards and to recognize the potential danger of yielding to pressure tactics.”

The school does not have to release information about non-selection to parents or students, but may have the student engage in self-reflection techniques to help them understand the basis for non-selection. However, if requested, non-selection criteria may be made available.

“The National Council and the NASSP (National Association of Secondary School Principals) have no authority to review or overturn the judgement of the Faculty Council regarding selection of individual members to local chapters.”

If parents or students are unsatisfied with the decision of non-selection into NHS, the parents or student should speak to the principal. “The principal should, of course, listen to the concerns of students not selection, or from the parents of such students. Following such discussions, if the principal believes that some kind of technical or procedural mistake has been made, the principal may ask the Faculty Council to reconvene to review the situation.”

“If a non-selected student or his/her parents wish to challenge or appeal the principal’s decision they should follow the local school system complaint procedure.”

“Appeals must be registered with the chapter advisor within 10 school days of notification of non-selection.”

*All quotes were directly taken from the National Honor Society Handbook and Constitution edition 18 updated in 2015 on pages 51-53.

NHS Code of Conduct

The National Honor Society Code of Conduct is in effect 365 days per year.

Membership in National Honor Society shall be revoked for:

1. Possession or use of tobacco
2. Possession, use, or sale of illegal drugs, or controlled substances as defined by Wisconsin State Law, including “look alike” drugs
3. Possession, consumption, or sale of intoxicants including all fermented malt beverages (including beer, non-alcoholic beer, malt liquor), wine, and all intoxicating liquors as defined by Wisconsin State Law
4. Attending an event at which illegal drug or alcohol use is occurring, members shall leave the event as soon as they become aware that illegal drug or alcohol use is occurring
5. Cheating of any type: giving or receiving information
6. Conduct, in or out of school, which makes the student unqualified to represent the ideal, principles, and standards of the National Honor Society. This includes, but is not limited to: social media, technology use, school events during or after school hours, social gatherings, etc.
7. Any violations not mentioned above that are in violation of the Student Extra-Curricular Code

Induction Ceremony

Students will be inducted in the NHS in the spring of the year. Family and friends will receive an invitation to attend the event.

Disciplinary and Dismissal Procedures

Disciplinary and Dismissal proceeding may begin if one of the following takes place:

1. The chapter advisor is made aware of a situation where a member has in some way violated school rules or civic laws
2. A member has fallen below the standards by which the student was selected
3. A member has not satisfied the obligations of membership

This procedure begins with the member and his/her parent(s)/guardian(s) being informed in writing by the chapter advisor of the grounds for discipline or dismissal. The members will be given a reasonable amount of time to correct the deficiency, except in the case of flagrant violations of rules or laws, in which case, time to correct may not be given. If the deficiency is not corrected, or in the case of a flagrant violation, the deficiency will be presented to the Faculty Council. The Faculty Council will review the grounds for dismissal and the attempt by the member to correct the deficiency. The Faculty Council may grant the member more time and set a specific date by which the deficiency will be corrected, or it may pursue dismissal. If the Faculty Council pursues dismissal, the member and his/her parent(s)/guardian(s) will be notified so that he/she may request a hearing before the Faculty Council to present his/her case as per Article X, section 4 of the National Constitution.

Upon completion of the hearing, or in the event that there is no hearing, the Faculty Council will decide to take one of the following actions: reinstate the member in good standing, reinstate as a probationary member and specify a date by which the student has to meet member obligations, or dismiss the member. If the member is reinstated as a probationary member and he/she does not meet the obligations of membership, the student will again be notified of a dismissal proceeding. The grounds for dismissal will include the original deficiencies as well as failure to meet the obligations of membership as a probationary member. If the member is dismissed and he/she does not agree with the dismissal, he/she may appeal the decision to the following people/groups in this order: High School Principal, School District Superintendent, and School Board. If the member is dismissed, he/she is dismissed for life and will be required to return his/her membership pin and certificate, as stated in the National Honor Society Constitution.