

National Honor Society Student Handbook

Lakeside Christian School Chapter

National Honor Society
Clearwater, Florida

2015 - 2016

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This student handbook is designed to serve as a guide to the responsibilities and expectations that accompany the privilege of being a member of National Honor Society. Please carefully review the contents to be informed, organized, and fully aware of your role within the Lakeside Christian School Chapter of National Honor Society and the obligations of your membership.

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Welcome

Congratulations! You have been selected to become a member of a prestigious and elite group of students across the country. In 1921, National Honor Society was founded to recognize and develop achievement in scholarship, leadership, character, and service. It is a privilege to work with a group of students who strive to make a positive difference in their school and community. You are an individual who recognizes the opportunities, risks, and rewards in the world around you. During your next year at Lakeside Christian School we look forward to collaborating toward making significant contributions to our school and community. This is your year to continue being our most vibrant leaders and role models.

Membership in National Honor Society is recognized by students, teachers, parents, communities, colleges, and universities as an indicator of a student's dedication to making a positive difference for individuals and their community. National Honor Society members are committed to the pursuit of exemplary scholarship, leadership, character and service. This reputation for excellence is the result of years of fulfilling these expectations.

Read carefully through the Student Handbook. The handbook contains details and procedures related to the expectations that members need to fulfill to maintain active status in National Honor Society and any privileges it confers. After reading through this handbook, please sign the Eligibility Commitment on page 18 to indicate your willingness to make the serious commitment of time and energy required to be a productive and positive member of the Lakeside Christian School Chapter of National Honor Society.

Sincerely,

Miss Courtney Rozeveld
Faculty Advisor

Member Expectations

Meetings

National Honor Society has monthly meetings in which we come together as a group to conduct important discussions, plan service opportunities and events, and receive important information from officers and the faculty advisor. The attendance policy is designed to accommodate the fact that there will be times that you are unable to attend a meeting for whatever reason. It is your responsibility to meet the expectations listed below.

Meeting Attendance Expectations:

- Monthly meetings on the second Wednesday of each month during high school lunch in Mr Thayer's room.
- Attendance at a **minimum of 7** of the 10 total monthly meetings held during the school year.

Service

Each local chapter of National Honor Society is mandated to select a service project in which all members participate. In accordance with the national constitution (Article XIV), this project shall fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed. In addition to the group service project, each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests.

Service Expectations:

- Completion of 10 or more hours of service by April 15, 2016.
- At least 3 of the service hours will come from the group service project.
- Documentation of service submitted to Lakeside's Guidance Counselor by April 1, 2016.

Service, Character, Leadership, Scholarship

All National Honor Society members are expected to maintain the standards by which they were selected. The benchmarks for these standards were described and verified on the Eligibility for Selection Form submitted with your selection portfolio. A copy of this form is included on the next page for your reference.

NATIONAL HONOR SOCIETY ELIGIBILITY FOR SELECTION

Student eligibility is based on her or his record of scholarship, leadership, character, and service at Lakeside Christian School and in the communities served by Lakeside Christian School.

Scholarship

Students will have a 3.0 cumulative grade point average by the time of induction, and retain that grade point average during membership. Students must have been in attendance at Lakeside Christian School for at least one semester.

Leadership and Character

Examples of leadership include (but are not limited to):

- leadership in the classroom
- leadership in promoting school activities
- successfully holding positions of responsibility
- exemplifying positive qualities and attitudes
- exerting a positive influence which directly affects others

Examples of positive character/citizenship qualities include (but are not limited to):

- meeting individual responsibilities and obligations to school and teachers promptly
- demonstrating highest standards and positive attitude toward honesty and reliability
- demonstrating desirable qualities of friendliness, and age-appropriate maturity
- demonstrating cooperation by complying with school and civic regulations

Examples of behaviors which render a student ineligible for selection include (but are not limited to):

- plagiarism or cheating
- theft at school or in the community
- participation in any illegal activities such as drug use and underage drinking
- more than one trip to ISS
- ongoing disobedience to Lakeside Christian School rules and policies per the Lakeside Christian School Handbook

Service

Students will be actively involved. Active involvement is characterized by:

- EITHER Athletic Programs: participation and attendance for one entire season during the student's high school career (must finish the whole season)
- OR
- Student Activities: participation and attendance at school activities, events, and fundraisers
- AND Community Service Projects: 10 or more hours of unpaid, uncompensated service to the school or community.

Consequences

You must be informed and aware of your obligations and responsibilities as a member of National Honor Society. You are expected to maintain the specific standards by which you were selected. If you fall below these benchmarks or fail to meet specified expectations, your membership will be subject to disciplinary action up to referral to the Faculty Council for consideration of membership dismissal.

The following disciplinary actions for specific behaviors are intended to serve as a guideline only. This is only a partial list of behaviors subject to discipline. Consequences will be determined on a case-by-case basis.

Behavior	Potential Consequence
Discipline Referral	Member meets with faculty advisor to develop a plan to remediate the behavior through appropriate service, research, or outside programming.
Cumulative GPA falls below 3.0.....	Member meets with faculty advisor to develop a plan for improvement. A goal is set for the end of the current grading period.
Inadequate meeting attendance.....	Member will contribute 5 extra hours of service to the Lakeside Christian School Chapter of NHS for each meeting missed beyond the maximum allowed. These hours will not count towards the ten hours needed for continued membership.
Failure to meet service deadlines.....	Member will lose the right to receive and wear the gold honor cord at graduation.
Failure to fulfill disciplinary consequence ...	Member referred to Faculty Council for dismissal.
Flagrant violation of school or civic rules....	Member referred to Faculty Council for dismissal.
Cheating.....	Member referred to Faculty Council for dismissal.
Possession or use of alcohol or drugs.....	Member referred to Faculty Council for dismissal.

Please review the following documents for Disciplinary and Dismissal Procedure:

Lakeside Christian School National Honor Society Discipline and Dismissal Procedure
Bylaws of the Lakeside Christian School Chapter of the National Honor Society

Discipline and Dismissal Procedures

Discipline

It is the responsibility of the chapter advisor to periodically review the standing of members for compliance with Society standards. When a member falls below the standards by which the member was selected, the advisor should inform the errant member in writing of the nature of the violation, the time period given for improvement, and provide a warning of possible consequences for failure to improve. The advisor will also meet personally with the member to discuss the situation and develop a plan for improvement.

Discipline measures other than dismissal from NHS are the purview of the chapter advisor. The goal of disciplinary measures should be to reeducate the student to more appropriate behavior.

(National Honor Society Constitution, Article VI, section 3)

(National Honor Society Handbook 15th edition, page 58)

Dismissal

Members who fall below the standards which were the basis for their selection shall be warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except in the case of a flagrant violation of school rules or civil laws, in which case a member does not necessarily have to be warned.

The Faculty Council will determine the dismissal of a member after providing written notice to a member and conducting a pre-dismissal hearing. The presence of five members of the Faculty Council constitutes a quorum. A simple majority vote of the Faculty Council is necessary to dismiss a member.

Procedures

Notification

- A member will receive a written notice from the chapter advisor of the violation of the chapter standards, the possibility of dismissal, and the scheduling of the pre-dismissal hearing.

Pre-Dismisssal Hearing

- NHS Members are encouraged to attend the hearing, but attendance is not mandatory. Parent(s)/guardian(s) of the member may be present with the member. However, it should be noted that the primary focus of the hearing is to allow the member to present his or her case.

Discipline and Dismissal Procedures (cont.)

Pre-Dismissal Hearing (cont.)

- Members are encouraged to present information and explain their behavior verbally or in writing during the hearing. Members who are not present may submit written information for consideration by the Faculty Council during the hearing.
- The rules for the hearing will be designed to facilitate consideration of the facts and the rules of evidence will serve as guidelines, but not be strictly enforced.
- After the Faculty Council collects information from the parties at the hearing, individuals who are not members of the Faculty Council will leave the room. The Faculty Council will determine the appropriate disciplinary action for the member, up to and including dismissal from the chapter, by a majority vote.
- Members, parent(s)/guardian(s) and the principal will be informed in writing of the decision of the Faculty Council. As a common courtesy, the chapter advisor is expected to verbally inform the member or their parent(s)/guardian(s) of the Faculty Council's decision verbally prior to receiving the written notice.
- Members who have been dismissed from the National Honor Society must surrender their NHS emblem and membership card to the chapter advisor. Failure to do so will be treated as a school discipline issue.
- Members who have been dismissed from the National Honor Society will never again be eligible for membership status or benefits.

Discipline and Dismissal Procedures (cont)

Resignation: Students choose to leave the NHS without being dismissed by the Faculty Council

- Resignation from the honor society requires a written statement signed by the member and his or her parent(s)/guardian(s).
- Students can not be “forced” to resign from the society for this will be interpreted as a dismissal without due process.
- Members who have resigned from the National Honor Society will never again be eligible for membership status or benefits.

(National Honor Society Constitution, Articles V, VI, VII, X)

(National Honor Society Handbook 15th edition, page 19, 58-60, 89-91)

Adopted by the Faculty Council, May 5, 2014.

Contacts

Chapter Advisor..... Ms Courtney Rozeveld
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Chapter Faculty Assistant..... Mr. Dan Thayer
dthayer@lakesidechristianschool.org

Lakeside High School Principal Principal Phil Jones
pjones@lakesidechristianschool.org

National Honor Society Website www.nhs.us

Lakeside Christian School Website..... lakesidechristianschool.org

Bylaws

Lakeside Christian School Chapter

National Honor Society

Clearwater, Florida

Article 1

Name and Purpose

Section 1: The name of this chapter shall be the Lakeside Christian School Chapter, which appears on the charter granted by the National Council of the National Honors Society, duly signed by the members of the National Council.

Section 2: The object of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, and to encourage and recognize the development of character and leadership in students of Lakeside Christian School.

Article II

Membership

Section 1: Membership in this organization shall be based upon Scholarship, Leadership, Character, and Service.

Section 2: Membership of this chapter shall be known as active, graduate, and probationary. Active membership begins at the induction ceremony. Active members become non-voting graduate members at the graduation ceremony. Probationary members can become active members anytime between induction and graduation.

Section 3: Candidates shall have spent at least one semester in Lakeside Christian School, and shall be members of the sophomore, junior, or senior class. Candidates eligible to selection shall have Scholarship demonstrated by a cumulative 3.0 GPA at the time of induction. All students who meet or exceed this benchmark shall be admitted to candidacy for selection to membership. Their selection is further based on their demonstration of Service, Character, and Leadership.

Section 4: Active members shall maintain the standards of Scholarship, Service, Character, and Leadership by which they were selected for membership. If they fall below these standards, their membership is subject to discipline up to and including dismissal.

Section 5: Active members shall attend the minimum number of meetings as set by the Faculty Advisor. Active members shall complete the required hours of individual and group service between their induction and the May deadline set by the Faculty Advisor. If members do not meet these expectations, their membership is subject to discipline.

Article III

Selection of Members

Section 1: The members of the Lakeside Christian School Chapter of National Honor Society shall be selected by the Faculty Council. For member selection purposes, the Faculty Council shall consist of the High School Principal and representatives Lakeside Christian School high school faculty.

Section 2: Examples of behaviors which render a student ineligible for selection include (but are not limited to):

- 1) plagiarism or cheating
- 2) theft at school or in the community
- 3) participation in any illegal activities, such as drug use or underage drinking
- 4) More than one trip to ISS
- 5) Ongoing classroom disciplinary or truancy problems

Section 3: The principal shall receive appeals in cases of non-selection of candidates.

Article IV
Discipline

Section 1: It is the responsibility of the chapter advisor to periodically review the standing of members for compliance with Society standards. When a member falls below the standards by which the member was selected, the advisor should inform the errant member in writing of the nature of the violation, the time period given for improvement, and provide a warning of possible consequences of non- improvement. The advisor will also meet personally with the member to discuss the situation and develop a plan for improvement.

Section 2: Discipline measures other than dismissal from NHS are the purview of the chapter advisor. The goal of disciplinary measures should be to reeducate the student to more appropriate behavior.

Article V
Dismissal

Section I: Members who fall below the standards which were the basis for their selection shall be warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. If the plan for improvement completed as part of a disciplinary action is not fulfilled, the chapter advisor may recommend further disciplinary action, up to a recommendation to the Faculty Council for dismissal. In the case of a flagrant violation of school rules or civil laws, a member does not necessarily have to be warned, but may be immediately referred to the Faculty Council for dismissal.

Section 2: The Faculty Council will determine the dismissal of a member after providing written notice to a member and conducting a pre-dismissal hearing. The presence of five members of the Faculty Council constitutes a quorum. A simple majority vote of the Faculty Council is necessary to dismiss a member.

Section 3: Pre-Dismissal Hearing Procedures

A. Notification: A member will receive a written notice from the chapter advisor of the violation of the chapter standards, the possibility of dismissal, and the scheduling of the pre-dismissal hearing.

B. Pre-Dismissal Hearing

- 1) NHS Members are encouraged to attend the hearing, but attendance is not mandatory. A parent(s)/guardian(s) of the member may be present with the member. However, it should be noted that the primary focus of the hearing is to allow the member to present his or her case.

- 2) Members are encouraged to present information and explain their behavior verbally or in writing during the hearing. Members who are not present may submit written information for consideration by the Faculty Council during the hearing.
- 3) The rules for the hearing will be designed to facilitate consideration of the facts, and the rules of evidence will serve as guidelines, but will not be strictly enforced.
- 4) After the Faculty Council collects information from the parties at the hearing, individuals who are not members of the Faculty Council will leave the room. The Faculty Council will determine the appropriate disciplinary action for the member, up to and including dismissal from the chapter, by a simple majority vote.
- 5) Members, their parent(s)/guardian(s), and the principal will be informed in writing of the decision of the Faculty Council. As a common courtesy, the chapter advisor is expected to verbally inform the member and their parent(s)/guardian(s) of the Faculty Council's decision prior to receiving the written notice.
- 6) Members who have been dismissed from the National Honor Society must surrender their NHS emblem and membership card to the chapter advisor. Failure to do so will be treated as a school discipline issue.
- 7) Members who have been dismissed from the National Honor Society will never again be eligible for membership status or benefits.

Article VI

Resignation

Section 1: Resignation from the honor society requires a written statement signed by the member and their parent(s)/guardian(s).

Section 2: Students can not be "forced" to resign from the society, for this will be interpreted as a dismissal without due process.

Section 3: Members who have resigned from the National Honor Society will never again be eligible for membership status or benefits.

Article VII

Officers

Section I: The members will elect five general officers who serve from their induction. These five officers will then determine among themselves who is best fit for each position. If the officers are unable to assign specific positions, this responsibility will fall to the Faculty Advisor.

Section 2: The Officer positions and their duties include (but are not limited to):

President

- 1.) Must be a Senior
- 2.) Preside over all meetings.
- 3.) Assume leadership role in organizing fundraisers and service projects.
- 4.) Organize Induction Ceremony.
- 5.) Research possible service projects and activities for chapter.
- 6.) Read and become familiar with the NHS handbook and constitution and be able to inform members of its contents.

Vice President

- 1.) Preside over all meetings in absence of President.
- 2.) Write up releases to school web site and facebook page, and notify yearbook staff about upcoming events.
- 3.) Assume leadership role in organizing fundraisers and service projects.
- 4.) Organize Senior Sendoff.
- 5.) Must be a Junior or Senior

Secretary

- 1.) Take minutes at all meetings-copy and give to advisor.
- 2.) Read back minutes from previous meetings.
- 3.) Keep accurate attendance-contact members who have missed meeting without notifying advisor.
- 4.) Write announcements/memos for members and have them approved by advisor.
- 5.) Distribute all information and materials for fundraisers and service projects.
- 6.) Assume leadership role in organizing fundraisers and service projects.

Treasurer

- 1.) Get current copy of NHS account balance and transactions from Mrs. Coffman.
- 2.) Keep ledger/updated record of all transactions.
- 3.) Complete all purchase orders and submit to Mrs. Coffman.
- 4.) Collect all money made or raised by chapter, and fill out deposit slips when necessary.
- 5.) Take accurate inventory of all needed supplies and make order.
- 6.) Fill our budget at the end of the year.

Service Project Coordinator

- 1.) Research possible individual service ideas and present to members during meetings, provide important contact information to members
- 2.) Explain individual service projects to members each spring and fall.
- 3.) Distribute and collect service project requirements and proposals to all members.
- 4.) Review service project proposals and adjust, then contact members as needed.
- 5.) Distribute and collect completed service project final assessments and file in notebook.
- 6.) Assume leadership role in organizing fundraisers and service projects.
- 7.) Organize members to generate flyers/poster for service projects.
- 8.) Talk to school staff & PTF about possible individual service opportunities for members

Section 3: Officers will attend monthly meetings with the chapter advisor, which will occur one week (the first Wednesday of each month) before the general member meeting.

Eligibility Commitment

Please read through these commitments and sign if you agree to meet them.
This agreement is required prior to induction into National Honor Society.

REQUIREMENTS FOR NHS ACTIVE STATUS AND RECOGNITION AT GRADUATION

- **Standards:** I realize that as a National Honor Society member I will be expected to uphold the standards of exemplary scholarship, leadership, service, and character by which I was selected for membership in National Honor Society. I recognize that these elements are essential to maintaining an active membership in National Honor Society. I understand that if I fail to uphold these standards, my membership will be subject to disciplinary action, up to and including dismissal.
- **Service:** I recognize that one component of membership in National Honor Society is providing service to my school and community. Meeting the service requirement and submitting documentation by the deadline below are required to maintain active status in National Honor Society and recognition at graduation. The service requirements are:
 - Completion of 10 hours of service by May 5th, 2016.
 - At least 3 of the service hours will come from the group service project.
 - Documentation of service submitted by May 5th, 2016.
- **Meeting Attendance:**
 - Monthly meetings at lunch in Mr Thayer's classroom.
 - Attendance at a **minimum of seven (7)** of the monthly meetings.

Name _____

Accept Membership in NHS

I have read through the requirements for active status in National Honor Society. I am willing to make the serious commitment of time and energy in order to be a productive and positive member.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Decline Membership in NHS

I choose not to pursue NHS membership at this time.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

National Honor Society Pledge

I pledge to uphold the high
purpose of the National Honor Society
to which I have been selected;
I will be true to the principles for
which it stands;
I will be loyal to my school,
and will maintain and encourage
high standards of scholarship,
leadership, service, and character.

