

Butcher~Coriell Chapter National Honor Society Handbook



Minford High School
2013~2014

TABLE OF CONTENTS

<u>MISSION</u>	3
<u>CHAPTER ADVISOR AND FACULTY COUNCIL</u>	3
<u>ADVISOR ROLE IN CHAPTER MEETINGS</u>	4
<u>MEMBERSHIP</u>	4
<u>SELECTION PROCEDURE</u>	4
<u>CRITERIA FOR SELECTION</u>	5
<u>SCHOLARSHIP</u>	5
<u>LEADERSHIP</u>	6
<u>SERVICE</u>	6
<u>CHARACTER</u>	6
<u>STUDENT ACTIVITY FORMS</u>	6
<u>FACULTY EVALUATION LETTERS</u>	6
<u>NOTIFICATION OF INDUCTION</u>	7
<u>REAPPLICATION AND APPEALS</u>	7
<u>DISCIPLINE CODE AND PROCEDURES</u>	8
<u>PLAGIARISM</u>	8
<u>CONTACT INFORMATION</u>	9
<u>STUDENT/PARENT AGREEMENT FORM</u>	10

National Honor Society Motto: Noblesse Oblige

Noblesse Oblige is a French phrase, literally meaning nobility obligates.

In broader terms, it signifies that those of high rank have the obligation to behave honorably, generously, and responsibly to others.

NATIONAL HONOR SOCIETY MISSION: 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 secondary schools.

This handbook is designed to clarify organizational policies for both students and parents and outline procedures for selection, retention of membership, and disciplinary issues, should they arise. The policies outlined herein reflect the policies of the national constitution as well as the local Butcher-Coriell chapter constitution.

I. THE PRINCIPAL

The principal has the right to approve all activities and decisions of the chapter. This authority extends to selection and dismissal of members. The principal cannot serve as chapter adviser and is not a member of the voting Faculty Council. The principal shall receive appeals in cases of non-selection 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 dismissal procedures consistent with the Constitution.

II. CHAPTER ADVISOR

The chapter adviser shall be a member of the faculty of the school where the chapter is located. The chapter adviser should be a faculty member who has faith in the abilities of young people and who is willing to spend time with them to develop their potential. The adviser is familiar with the Handbook and has a working knowledge of Society policies, as well as those of the school and school district. The adviser promotes chapter activities, stimulates positive actions by members, and provides information on local and national policies regulating chapter activities. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. Neither principals nor assistant principals may serve as chapter advisers.

III. THE FACULTY COUNCIL

The adviser works with the Faculty council in selecting, disciplining, or dismissing members. The Faculty council shall consist of five voting faculty members, appointed annually by the principal. No principal or assistant principal may be on the Faculty Council. The adviser and the Faculty Council cooperate in developing and periodically reviewing all local selection and dismissal procedures and guidelines. Chapter members should have the opportunity to comment on these procedures, and the members' recommendations should be considered in procedure formulation and review. It is important that all members of the Faculty Council recognize that they are working on behalf of the faculty of the school. All judgments reached by members of the Faculty Council should, therefore, be both sound and professional in nature. It is vital that Faculty Council members be fully knowledgeable of the guidelines for their chapter, and that they carefully follow all stated guidelines and procedures in all aspects of the chapter's activity.

2013-2014 FACULTY COUNCIL MEMBERS

Chapter Advisor and non-voting member: Michelle McCleese

Nick Havens * Brett Oakes * Angie Turner * Jesse Ruby * Paulette Weaver

IV. ROLE OF CHAPTER ADVISOR IN THE MEETINGS OF THE FACULTY COUNCIL

Since the principal cannot serve as a member or even an observer of the Faculty council's deliberations, the faculty adviser takes on the responsibility of representing the administrative offices of the school. In this role, the adviser serves in two capacities: the supervisor who ensures that proper procedures are being followed, and as the advocate who protects the interests of the student(s). As supervisor, the adviser first makes sure that both the national and local guidelines for procedure are being followed. A total familiarity with the local procedures and the national handbook are required, or at least having written versions of both available for quick reference. In addition, a vital role of the faculty adviser is to see that the Faculty Council avoids the "gossip, hearsay, and rumor" which must be avoided when considering the case of any individual student. To do this, the adviser serves as a facilitator of the discussions, keeping the council focused on objective data used to review each case. A thorough accounting of all information being used in the collection of data or facts for each student is one of the primary responsibilities of the adviser. Whether for selection or disciplinary consideration, the faculty adviser also serves to guarantee that each student receives a fair review. Though a member of the school's faculty, the adviser must assume the role of the student's defender to guarantee that only relevant and valid information is brought under consideration by members of the Faculty Council.

V. MEMBERSHIP

Membership in the National 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. A candidate for membership must first be selected by the Faculty Council and then inducted in a special ceremony to become an active member of the chapter. Active members have a voice and vote in chapter affairs. Active members are expected to maintain the standards of the society by which they were selected. They also assume certain obligations, as detailed in the information provided by the chapter, which must be fulfilled according to the chapter guidelines.

VI. OBLIGATIONS OF MEMBERSHIP

The national constitution defines several obligations for members. First, all members are to maintain the standards by which they were selected. In addition, the constitution expects members to attend meetings if called for, and to perform both individual and chapter service projects during the year.

VII. SELECTION PROCEDURES

Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS is more than just an honor roll and our local chapter emphasizes the other principles of the society (leadership, service, and character) just as highly as the scholarship component.

1. The selection process begins with student nomination based on the prerequisite grade point average of 3.6.

2. Students must have taken a combination of eight college-prep, Advanced Placement courses or the equivalent, to be determined by the guidance office.
3. Then, those identified students are notified and provided with a student activity sheet that they need to complete and return to the advisor within a specified time period.
4. The Faculty Council convenes and based on the information provided by the students and direct knowledge of the students' qualifications with regard to the other three conditions for membership (leadership, service, character), the members vote on each candidate.

VIII. PREREQUISITE CONDITIONS FOR SELECTION

According to the Constitution, only those students who have attended the school the equivalent of one semester may be considered for membership. This period is necessary for students to establish themselves and for the faculty to get to know them. Membership is open to qualified juniors and seniors. Academic requirements must be the same for all candidates in all classes. All candidates must have a GPA of 3.6 or higher. There can be no specific quota or percentage of members per class. Those students who meet the criteria should be inducted regardless of the number. If it is necessary to limit chapter size, the academic requirement for all candidates can be raised.

IX. THE CRITERIA

While the academic criterion is important and should be considered first, membership should never be considered on the basis of grades alone, even though a Faculty Council may consider scholarship as the most important of the four criteria. In evaluating potential members for leadership, service, and character, the Faculty Council should begin with a review of the definitions of these criteria.

A. SCHOLARSHIP

The scholarship requirement is based on a student's cumulative grade point average. The minimum GPA allowable in the Minford High School Butcher-Coriell Chapter of NHS is a 3.6.

All students who qualify with a 3.6 GPA must have had a minimum of **eight** academic College-Prep, post-secondary, or AP-level courses up to and including the first nine weeks of their junior year.

Course List: College-Prep English I, II, III, Pre-calculus, Algebra II, Geometry, AP Calculus, Human Anatomy & Physiology, College Biology, Chemistry I, II, Government, AP Government (Any future AP courses added)

Qualifying Courses from Scioto County CTC: Advanced Biology, Pre-calculus, Chemistry, Algebra II, Geometry. College credit hours that include English Composition I and II, College Algebra, College Trigonometry, and Introduction to College Chemistry

All students who meet this requirement are then eligible for consideration on the basis of service, leadership, and character.

B. LEADERSHIP

The leadership criterion is considered highly important for membership selection. The Faculty Council interprets leadership in terms of number of a) offices in school or community organizations, b) outside elected positions including effective participation in other co-curricular activities offered on campus, and/or c) leadership roles in both the school and community, provided they can be verified. The student who exercises leadership: is resourceful in proposing new problems, applying principles, and making suggestions; demonstrates initiative in promoting school activities; exercises positive influence on peers in upholding school ideals; contributes ideas that improve the civic life of the school; is able to delegate responsibilities; exemplifies positive attitudes; inspires positive behavior in others; demonstrates academic initiative; successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability; is a leader in the classroom, at work, and in other school or community activities; is thoroughly dependable in any responsibility accepted; and is willing to uphold scholarship and maintain a loyal school attitude.

C. SERVICE

Service activities are generally considered to be 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. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student's attitude toward service are reviewed. The student who serves: volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance; works well with others and is willing to take on difficult or inconspicuous responsibilities; cheerfully and enthusiastically renders any requested service to the school; is willing to represent the class or school in inter-class and inter-scholastic competition; does committee and staff work without complaint; participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer service for the elderly, poor, or disadvantaged; mentors persons in the community or students at other schools; and shows courtesy by assisting visitors, teachers, and students. Candidates will need at least 10 hours of community service to be considered for membership.

D. CHARACTER

Character is probably the most difficult criterion to define. The Faculty Council considers the positive as well as the negative aspects of character. All judgments in this and other selection criteria are to be free of speculation and rumor. National Honor Society is a member of the Character Counts! Coalition. Through this activity, the society supports and recommends the use of a multi-faceted definition of character known as the "Six Pillars of 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: takes criticism willingly and accepts recommendations graciously; consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability); upholds principles of morality and ethics; cooperates by complying with school regulations concerning property, programs, office halls, etc.; demonstrates the highest standards of honesty and reliability; regularly shows courtesy, concern, and respect for others; observes instructions and rules, is punctual and faithful both inside and outside the classroom; has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies; manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness

to profit by the mistakes of others; and actively helps rid the school of bad influences or environment.

X. STUDENT ACTIVITY INFORMATION FORMS

In order to ascertain the degree to which a student candidate meets the selection criteria, the Faculty Council will utilize a Student Activity Information Form. The form can be obtained prior to the nomination phase from Mrs. McCleese or from her website www.mccleesem.com.

XI. FACULTY EVALUATION LETTERS

Selection for membership to the chapter is always to be by a **majority vote** of the Faculty Council. However, the local council members may obtain information to assist them in making their decision. A faculty evaluation may be used to support the strength of a student's candidacy in the areas of service, leadership, and character. Alternatively, students may submit a recommendation from a teacher or community member that verifies or otherwise provides information that is helpful in accurately evaluating a candidate. In the event of a low rating on one of the evaluations, it is always important to verify the reasons for such a rating, avoiding "speculation and rumor." Evaluations bring to the attention of the Faculty Council information that may not otherwise be represented on the information forms. Upon reviewing the evaluations, and verifying their accuracy, the Faculty Council is still required to undertake a vote on each candidate, selecting each student who receives a majority vote. All evaluations will be signed, and each evaluator must be prepared to support any below-average rating with substantiating data based on sound professional judgment and action. The local adviser serves as the link between the Faculty Council and the evaluators, and may conduct informal interviews with those teachers who provide the below-average ratings. Faculty evaluations are considered working documents to assist the Faculty Council in making sound decisions regarding membership. Such evaluations are expected to be used only by the Faculty Council, the adviser, and the principal and will be considered confidential.

XII. NOTIFICATION OF INDUCTEES

The chapter advisor or principal will notify both selected and non-selected students in person. A written notice will also be provided either by mail or in person to each student.

XIII. REAPPLICATION FOR MEMBERSHIP

Membership in the National Honor Society is a permanent condition unless a student's performance falls below the standards by which he or she was selected. An active member becomes a graduate member upon graduation from high school. Only if a student is dismissed or resigns is the student's membership in the honor society ever to be curtailed. Once a student is dismissed for any reason, the condition is permanent.

XIV. APPEALS IN CASES OF NON-SELECTION

Chapters are not legally or constitutionally obligated to share with parents and students information concerning specific students not selected for membership in the Society. It is, however, a common expectation of school personnel to be able to explain how decisions regarding the growth and development of a students were made and, furthermore, to provide effective direction to such students to assist them in reaching their goals, despite the existence of a

specific setback. Since the chapter adviser is closest to the selection process, it is this individual who is best prepared to provide immediate feedback. Should students or parents still not be satisfied, the next level of discussion should take place with the principal. Following this discussion, if the principal feels that some kind of technical or procedural mistake has been made, the principal may ask the Faculty Council to reconvene to review the situation. Technical or procedural errors might include the inadvertent omission of a student's name from the list of those qualified for induction, the erroneous averaging of grades, or failure to follow prescribed procedures. If the principal is not available, then the assistant principal or superintendent can substitute as the official representative of the school.

Special Note: Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society. Reconsideration of a Faculty Council's decision must be a rare occurrence if the council is to be expected to take its assignment seriously. It is important to uphold the integrity of NHS standards. If a non-selected student or his/her parent(s) wish to challenge the principal's or the Council's decision, they are advised to follow the school system's complaint procedure.

XV. DISCIPLINE CODE AND PROCEDURES

Members of the National Honor Society may be disciplined or dismissed for failure to maintain standards of scholarship, leadership, service, or character that were used as the basis of their selection. When questions are raised regarding these standards, the advisor of National Honor Society will convene a meeting of the Faculty Council in order to review pertinent information about the student's behavior. The student in question may attend the hearing with a parent. At this point, the national guidelines indicate that legal representation is not appropriate. Following the taking of evidence, the Faculty Council will be sequestered and will reach a decision regarding any necessary disciplinary action, which may include dismissal. See below for further details:

- A. Falling below a 3.6 GPA once is grounds for probation and the student must raise the GPA above 3.6 by the end of the next grading period or face immediate dismissal without appeal or reapplication.
- B. First offenses for plagiarizing or cheating will result in a probationary period to last the rest of the student's high school career. Secondary offenses are grounds for immediate dismissal from the National Honor Society. No distinction will be made between cheating on a homework assignment or cheating on a test or plagiarizing an essay or report. Students uncertain about correct citation procedure are obligated to meet with a teacher or Mrs. Veach in the Media Center before turning in a report or essay. Claiming ignorance will not be accepted as an excuse for plagiarizing.
- C. School disciplinary issues that require in-school suspension will result in a probationary period of nine weeks for the first offense to begin at the end of the current nine weeks. Probationary time is for reflection and learning and should result in correction of behavior. Subsequent offenses are grounds for permanent dismissal from the National Honor Society. Out-of-school suspensions require the convening of the Faculty Council and may result in probation or permanent dismissal.
- D. More serious offenses, such as being cited or arrested for driving under the influence of alcohol or other illegal substance, being arrested for possession or use of alcohol or drugs, being arrested for vandalism or violence, or being caught at school or at a school function under the influence or in possession of alcohol, drugs, or tobacco, will result in permanent dismissal from the National Honor Society.

Special Note: Any disciplinary action taken by the Faculty Council that results in dismissal will be noted in the student's permanent record. Permanent suspension further results in the relinquishing of the NHS pin awarded at induction.

PLAGIARISM. The faculty of the Minford High School English Department is committed to the development of students who are both capable writers and ethical users of information. Concerned about the increased rate of plagiarism in our school and nationally, one of our educational objectives is working with students to develop effective research and citation strategies in order to avoid plagiarism in their work. At the same time, we are dedicated to instilling a sense of academic integrity and personal responsibility.

Wake Forest's University's English Department defines plagiarism as:

“To put your name on a piece of work is to say that it is yours, that the praise or criticism due to it is due to you. To put your name on a piece of work any part of which is not yours is plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified. Plagiarism is a form of theft. Taking words, phrasing, sentence structure, or any other element of the expression of another person's ideas, and using them as if they were yours, is like taking from that person a material possession, something he or she has worked for and earned. Even worse is the appropriation of someone else's ideas. By "ideas" is meant everything from the definition or interpretation of a single word, to the overall approach or argument. If you paraphrase, you merely translate from his or her language to yours; another person's ideas in your language are still not your ideas. Paraphrase, therefore, without proper documentation, is theft, perhaps of the worst kind. Here, a person loses not a material possession, but something of what characterized him or her as an individual.

Plagiarism is a serious violation of another person's rights, whether the material stolen is great or small; it is not a matter of degree or intent. You know how much you would have had to say without someone else's help; and you know how much you have added on your own. Your responsibility, when you put your name on a piece of work, is simply to distinguish between what is yours and what is not, and to credit those who have in any way contributed.”

Source: <http://www.wfu.edu/english/major/academicwriting.html>

Contact Information

National Honor Society Advisor: Michelle McCleese

Minford High School
P.O. Box 204
Minford, OH 45653

Phone: 740.820.3445, ext. 3203

Email: mmcCleese@minfordfalcons.net

Dear Student and Parent(s): As the Butcher-Coriell Chapter Advisor, it is my pleasure to welcome you to your new (and last) school year. A student's junior and senior years of high school are both challenging and filled with promise, perhaps especially so when the student possesses numerous responsibilities. If I can be of assistance in clarifying any concerns or issues you have, contact me immediately. Please sign, detach, and return this page to me by the end of the first week of school.

Thank you,

Michelle McCleese
National Honor Society Advisor

As a member of the Butcher-Coriell Chapter of the National Honor Society, I have read and understood the chapter handbook. I am aware of the importance of maintaining the core principles to the best of my considerable ability and realize the consequences should I fail to do so.

Signature of Student

Date

As the parent of _____, I have read and understood the
(Print Student Name)

National Honor Society handbook. I have discussed the core principles with my child and understand the consequences should he or she fail to maintain them.

Signature of Parent

Date