



*The following selection, discipline, and dismissal procedures for the Coeur d'Alene Charter Academy chapter of the National Honor Society have been developed in compliance with the Constitution of the National Honor Society and with guidance from the NHS Handbook.*

### ***Overview of the Selection Process***

1. Five Faculty Council Members and one Faculty Chapter Advisor are appointed by the school principal. These individuals undertake the selection of all new members as well as the disciplining of the existing members.
2. In order for all members of the school community to understand the nature of the honor being selected, the selection and dismissal procedures are published in the school newsletter. This open description helps to maintain a healthy view of the chapter and counters any perceptions of a secretive or elitist organization.
3. Scholastically eligible students are identified (unweighted 3.00 cumulative GPA minimum), notified, and informed that for further consideration for selection they must complete the Student Activity Information Form outlining their accomplishments in the areas of leadership and service.
4. At the direction of the Faculty Chapter Advisor, each semester the Faculty Council meets to review the completed Student Activity Information Forms and select new members.
5. Formal notification is sent to all selected candidates and their parents including information concerning the induction ceremony held each spring.
6. An induction ceremony is held each spring for new members and their families and may include school officials and community members. This ceremony is orchestrated according to school traditions and policies.
7. The members of the chapter meets under the direction of the chapter advisor to elect officers, review bylaws, and plan future activities.

### ***Conditions for Selection***

1. Membership is open to qualified second semester sophomores, juniors, and seniors.
2. Transfer students and foreign exchange students must have attended the Charter Academy for at least one semester to be considered for NHS membership.
3. Cases involving part time students will be reviewed individually by the Faculty Council.
4. A NHS member who transfers to the Charter Academy and has documentation from the former principal or faculty chapter advisor shall be accepted automatically into this chapter. Transfer students must meet the Charter Academy standards within one semester in order to retain membership.

## *Criteria for Selection*

### *Scholarship*

1. Candidates must have an unweighted cumulative scholastic average (GPA) of at least 3.00. Students are scholastically eligible for NHS membership when this criterion is met anytime after the first semester of their sophomore year and before the second semester of their senior year.
2. Students transferring from schools with innovative grading practices (non-graded, pass/fail, or home schooled) will be considered for NHS membership if they meet the established criteria. The Faculty Council has the responsibility to determine ways to identify those students who meet the scholarship requirements the Charter Academy has set forth.

### *Leadership*

1. Leadership criteria include elected or appointed positions as well as leadership qualities the student exhibits in both school and community and are verifiable.
2. The student who demonstrates leadership
  - a. exercises positive influence on peers in upholding school ideals.
  - b. demonstrates initiative in promoting school activities.
  - c. contributes ideas that improve the civic life of the school.
  - d. is able to delegate responsibilities.
  - e. exemplifies positive attitude.
  - f. inspires positive behavior in class.
  - g. demonstrates academic initiative.
  - h. conducts business effectively and efficiently when holding school office or other positions of responsibility
  - i. is a leader in the classroom, at work, and in other school or community activities.
  - j. demonstrates reliability and dependability in any responsibility accepted.

### *Service*

1. Service is 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. Service criteria include the contributions the candidate has made to school, classmates, and community, as well as the student's attitude toward service.
2. The student who serves
  - a. volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
  - b. works well with others and is willing to take on responsibilities.
  - c. is willing to represent the class or school in inter-class and inter-scholastic competition.
  - d. does committee and group service work without complaint.
  - e. participates in some activity outside of school; for example, Girl or Boy Scouts, church groups, volunteer services or the elderly, poor, or disadvantaged.
  - f. mentors persons in the community or at other schools.
  - g. shows courtesy by assisting visitors, teachers, and students.

## *Character*

1. The National Honor Society is a member of Character Counts which defines a person of character as one demonstrating the qualities of respect, responsibility, trustworthiness, fairness, caring, and citizenship.
2. The student of character
  - a. takes criticism willingly and accepts recommendations graciously.
  - b. consistently exemplifies desirable qualities of behavior such as cheerfulness, friendliness, poise, and stability.
  - c. upholds principles of morality and ethics.
  - d. cooperates by complying with school regulations concerning property and programs.
  - e. demonstrates the highest standards of honesty and reliability.
  - f. regularly shows courtesy, concern, and respect for others.
  - g. observes instructions and rules, is punctual, and faithful both inside and outside the classroom.
  - h. has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.
  - i. manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.

## *Discipline*

*“The goal of disciplinary measures should be to reeducate the student to more appropriate behavior. If the discipline is constructive, there is greater likelihood that the student will improve in the particular area in which there is a deficiency.”—NHS Handbook, page 58*

## *Procedure*

It is the responsibility of the Chapter Faculty Advisor to periodically review the standing of members for compliance with NHS standards. When a member falls below the standard by which the member was selected, the advisor should inform the errant member in writing and by personal conference, the nature of the violation, the time period given for improvement, and provide warning of the possible consequences of non-improvement. A copy of this correspondence should be sent to the parents and a dated copy also maintained by the advisor. If the student does not make the improvement in the specified time, the student is subjected to whatever disciplinary measures are considered appropriate by the advisor or the Faculty Council.

The Faculty Council determines when an individual has exceeded a reasonable number of warnings, thus warranting dismissal. Suspension from school does not automatically warrant dismissal, but would be a definitive indicator for a warning, though each case will be dealt with by the Faculty Council on an individual basis.

## *Dismissal*

### *Procedure*

A member is never automatically dismissed for failing to maintain standards. If the Faculty Council decides that dismissal may be warranted, the member is allowed to present his or her case, at a *pre-dismissal hearing* before the Faculty Council. After gathering the needed information, the Faculty Council will investigate thoroughly before any action is taken. If the council determines that the facts warrant consideration of dismissal, the member will be notified in writing of the violation, the possibility of dismissal, and the need for scheduling a *hearing* with the Faculty Council. A *hearing* will then be scheduled where the member is allowed to appear before the Faculty Council, with a parent or guardian present, to explain the situation.

Members should understand their obligation to maintain the NHS standards by which they were chosen. **In the case of a flagrant violation of school rules or civil laws, a warning is not required for dismissal but a hearing must still be held.** The *hearing* is identified in the constitution as a right of membership, is guaranteed as “due process” as identified by the 14<sup>th</sup> Amendment of the U.S. Constitution, and requires the chapter to notify the member of the action being contemplated, the reason for the action, the date and time of the hearing, and give the opportunity for the member to respond either orally or in writing. ***A student who is dismissed is never again eligible for membership in NHS.***

### *Post Dismissal*

If a member is dismissed, written notice of the decision is sent to the member, his or her parents, the principal, and a copy maintained by the Faculty Advisor. The member will then return the membership certificate to the advisor.

### *Appeals for Dismissal Cases*

The dismissed member may appeal the decision of the Faculty Council, under the school’s policy governing disciplinary appeals, following the normal channels for the appeals process. The principal is the first recipient of the appeal and shall follow the school’s policy in handling the appeals process. There should be few occasions for such appeals. Decisions concerning the chapter and its membership are best made by those most familiar with NHS goals and procedures.

### *Resignation*

Those students who resign from the National Honor Society will never again be eligible for membership or its benefits. Resignation from NHS should involve the submission of a written statement by the resigning member that is dated and signed by both the student and his or her parents. Verbal resignations are insufficient to end membership. Students contemplating resignation should be informed of the consequences of their resignation as stated in this section.