

St. Cecilia NJHS

Member Handbook

2018-2019





National Junior Honor Society

August 2018

Dear Member,

Congratulations! You are now a full member of the St. Cecilia School Chapter of the National Junior Honor Society. Your selection was based upon careful consideration of your scholarship, leadership, service, citizenship, and character by our Faculty Council.

Membership in the National Junior Honor Society is one of the highest honors that can be awarded to a middle school student. The NJHS has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers and community. Chapters in more than 5,000 middle level schools across the nation strive to give practical meaning to the Society's goals of scholarship, leadership, service, citizenship, and character.

These five ideals have been considered as the basis for your selection. No student is inducted simply because of a high academic average. The National Junior Honor Society strives to recognize the total student: one who excels in all these areas. The standards used for your selection were:

Scholarship—94.5 mid year average or above

Leadership, Service, Citizenship, and Character—as demonstrated by activities and teacher evaluations.

Membership, however, is more than an honor. It incurs a responsibility and an obligation to demonstrate those outstanding qualities that resulted in your selection.

Your membership also carries a responsibility to the chapter. You must maintain the scholarship requirement, as well, as continue on the path of exhibiting leadership, service, citizenship, and character. If our chapter of the National Junior Honor Society is to be effective and meaningful, each member must become involved and participate in all of our chapter meetings and projects.

Sincerely,

*Rachel Nuñez
Chapter Adviser*

Table of Contents

Purpose of

NJHS.....	4
NJHS Description and Selection Process.....	4
SCS Chapter of NJHS Bylaws.....	5-9
Meetings.....	10
Service Hours.....	11
Frequently Asked Questions.....	12

Purpose of NJHS

1. To create enthusiasm for Scholarship
2. To stimulate a desire to render Service
3. To promote Leadership
4. To develop Character
5. To encourage Citizenship

NJHS Description and Selection Process

The National Junior Honor Society chapter of St. Cecilia School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, character, and citizenship. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year.

Students in the 6th, 7th, and 8th grades are eligible for membership. For the scholarship criterion, a student must have a semester core class average of 94.5 or above. Those students who meet this criterion are invited to complete a Student Activity Information form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional comments on a candidate's service activities, character and leadership. These forms and the Student Activity Information forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are

notified regarding selection or non-selection according to a predetermined method and schedule.

Following notification, an induction ceremony is held at the school to recognize all the newly-selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in the chapter service project(s).

St. Cecilia Chapter of NJHS Bylaws

Article I

Name and Purpose

Section 1. The name of this organization shall be the St. Cecilia Chapter of the National Junior Honor Society of St. Cecilia Catholic School.

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship in students of St. Cecilia Catholic School.

Section 3. The NJHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191.

Article II

The Principal

Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The principal shall annually appoint a chapter adviser, who may serve consecutive terms.

Section 3. The principal shall be a part of the local school district appeal process for non-selection or dismissal cases.

Article III

The Chapter Adviser

Section 1. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office.

Section 3. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser shall help the chapter officers understand and carry out their duties.

Article IV

Faculty Council

Section 1. The faculty council shall consist of five voting faculty members appointed annually by the principal. No principal may be included on the faculty council.

Section 2. The term of the faculty council shall be one year. Members may be appointed to consecutive terms.

Section 3. The chapter adviser shall be an ex-officio, non-voting, sixth member of the faculty council.

Section 4. The faculty council shall meet at least once a year to select members and to consider dismissal, non-selection, and warning cases.

Article V

Membership

Section 1. Membership is an honor bestowed upon a student. Selection for membership is by a majority vote of the faculty council and is based on outstanding scholarship, character, leadership, service and citizenship.

Section 2. The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NJHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the NJHS.

Section 3. Candidates become members when inducted in a special ceremony.

Section 4. A NJHS member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 5. Members who resign or are dismissed are never again eligible for membership or its benefits.

Article VI

Selection of Members

Section 1. To be eligible for membership the candidate must be enrolled as a member of those classes/grade levels that follow: 2nd semester sixth, seventh, and eighth grades.

Section 2. Candidates must have a cumulative scholastic average of 94.5 or above. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.

Section 3. The selection of each member to the chapter shall be a majority vote of the faculty council.

Section 4. A description of the selection procedure shall be published in an official school publication which is widely available, in a timely fashion, to all students and parents of the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the NJHS.

Section 5. The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

Article VII

Discipline/Dismissal

Section 1. The faculty council, in compliance with the rules and regulations of the NJHS will develop a dismissal procedure. A written description of the discipline/dismissal procedure shall be available to interested parties.

Section 2. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time (one semester)

to correct the deficiency. In the case of flagrant violation of school rules (B in conduct-nonacademic factor) or civil laws a member does not necessarily have to be warned.

Section 3. Members will be on probation for the following infractions: falling below the scholastic requirement of a GPA of 94.5 or higher, not completing four hours of service during one month, and not attending a monthly meeting. Members can only be on probation one time. The next infraction results in permanent dismissal from NJHS. Suspension and a conduct grade of B-Beginning results in automatic dismissal.

Section 4. The faculty council shall determine when an individual has exceeded a reasonable number of warnings (one warning).

Section 5. In all cases of impending dismissal, a member shall have a right to written notification of charges and hearing before the faculty council.

Section 6. A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.

Section 7. The National Council and the NASSP shall hear no appeals in dismissal cases.

Article XI

Meetings

Section 1. The St. Cecilia Chapter shall meet monthly.

Section 2. Special meetings approved by the executive committee may be called by the president.

Article XII

Activities

Section 1. The chapter shall be involved in service projects.

Section 2. Each member shall be involved in an individual service project as approved by the chapter adviser.

Section 3. Each member must complete 8 hours of service each quarter, and turn in a calendar with these hours to the chapter adviser. A parent or adult supervisor must sign the service hours on the calendar.

Article XIII

Amendments

Section 1. Any member may suggest amendments to these bylaws to the executive committee, which will then take these suggestions to the adviser.

Section 2. The principal, faculty council, adviser and executive committee must approve of these amendments by a majority vote.

Meetings

***Our meetings will be monthly at lunch time. Listen to announcements in order to find out when those meetings will be. Service hour logs may be turned in during these meetings, otherwise they are due on the last day of the quarter. Quarter 4 service hours logs will be due on the last day of school. Eighth grade members must turn in service hours before graduation.**

***If for some reason, a meeting date must change, the member will be notified in plenty of time prior to the meeting by verbal notice usually through morning announcements. It is still the responsibility of the member to make note of the change and attend the rescheduled meeting.**

***Special meetings may be called to discuss a certain service project if deemed necessary. These meetings will be announced in plenty of time to plan to be there.**

***It is required to be at every meeting. If member does not attend meeting, he or she will be put on probation for one month. If member misses another meeting, then member will be dismissed from NJHS permanently.** There are some instances, in which an excused absence (due to illness or family circumstances) may be allowed, but the chapter adviser must be notified, and it will be decided if excused.

Service Hours

***Each member must do at least 8 hours of service each quarter. A parent or adult supervisor must initial your service hours on the service record log.**

***If a member does not turn in his/her service hours on time or did not do them, he or she will be put on probationary status. If service hours are not done a second time, the member will be dismissed permanently from NJHS.**

***Each member must participate in the NJHS sponsored projects. They will be informed ahead of time of the project. These projects at most will be once a month.**

***If you have any question of something counting as service hours, please see Mrs. Nuñez. Helping out a relative (ex: working in the yard for grandpa) will not count as service hours. The point of service hours is to help the community, not do something you would ordinarily have to do as a chore.**

***If you need ideas for service hours, please see Mrs. Nuñez.**

Frequently Asked Questions

What is probation?

Probation is a time period in which you are still a full member of NJHS and expected to participate in all NJHS functions, but you are given the time to remedy the infraction that occurred (see below).

What are the different ways that I can be put on probation?

*Not turning in and completing 8 hours of service each quarter.

*Not showing up to a regular meeting.

*Having a cumulative core class GPA of below a 94.5 during a semester.

How many times can I be put on probation?

One time. Once you have been put on probation, you will be dismissed permanently from NJHS the next time. Even if for instance, you are taken off probation in between the time, the next step would still be dismissal.

Are there any times that I will automatically be dismissed from NJHS permanently without having a probationary period?

Yes, if you receive an B-Beginning in conduct, you will automatically be dismissed from NJHS. This means if you are suspended, you will be informed of your dismissal as well.

What are some service opportunities I may do for service hours?

Some service opportunities include: clean up your neighborhood, help an elderly neighbor, collect recyclable items and take them in to be recycled, adopt a "grandfriend", make cards for those in homeless shelters, nursing homes or hospitals, volunteer at the soup kitchen (w/ an adult), nursing homes or hospitals, tutor students who are having a hard time with school, start a campaign about a particular issue and educate others, and countless service opportunities. If you are having problems, please let Mrs. Nuñez know that you may need more suggestions.

Where can I find more information about National Junior Honor Society?

You can find more information on their website www.njhs.us/, from Leadership magazine (available in Mrs. Nuñez's office), or ask any of the executive committee.

