

## **INSTRUCTION**

### **Student Activities and Honors**

#### **Membership in the National Honor Society**

This regulation supersedes Regulation 3870.3.

#### **I. PURPOSE**

To specify rules and selection procedures for membership in a local chapter of the National Honor Society in accordance with and as required by the society's national constitution and as supervised by the National Association of Secondary School Principals (NASSP).

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

Section H.6. has been added to clarify that selection results are reviewed by the principal.

#### **III. STUDENT MEMBERSHIP REQUIREMENTS**

Student membership in the National Honor Society shall be predicated upon the following:

##### **A. Eligibility**

To be eligible for membership in a Fairfax County Public Schools (FCPS) chapter of the National Honor Society, the candidate must be a member of the sophomore, junior, or senior class. Candidates must have been in attendance at the school for the equivalent of one semester. The faculty council may waive the semester attendance regulation for a transfer student based on the recommendation of the sending school's principal. A student who is a member in good standing of the National Honor Society in a previous school is automatically a member of the local chapter of the National Honor Society upon enrollment in FCPS.

The standing of students who transfer membership but do not meet the local chapter's standards within one semester is addressed in section III.B.I.

##### **B. Criteria**

The criteria for membership are: outstanding scholarship, character, leadership, and service.

1. Scholarship

Students with a minimum cumulative grade point average of 3.5 shall be considered as candidates for membership in the National Honor Society. Section III.I. details the notification procedure for members whose cumulative grade point average drops below the required standard.

2. Character

In assessing character, the faculty council should focus primarily on positive aspects. All judgments should be free of speculation and rumor. A person of character demonstrates the following qualities: respect for self and others, responsibility, honesty and integrity, fairness, caring, and citizenship.

3. Leadership

The number of offices a student has held in school or community organizations is an important aspect of leadership. However, it is important to recognize that leadership also exists outside elected positions, including effective participation in other cocurricular activities. Verified leadership roles in both school and the community may be considered.

4. Service

Service is generally considered to be those actions, undertaken by the student, that are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, contributions the candidate has made to school, to classmates, and to the community may be reviewed.

C. Induction

At least one induction ceremony to admit the selected candidates to membership is required annually. Additional ceremonies may be held.

D. Faculty Advisor

The National Honor Society faculty advisor shall be selected by the school principal.

E. Faculty Council

The faculty council shall consist of five voting faculty members appointed by the principal. The chapter adviser presides as a sixth but nonvoting member. No administrator may be included on the faculty council.

F. Student Services

The director of student services for the school shall assign, to counselors and support staff members, appropriate roles in the determination of student scholastic eligibility and the communication of that information to the chapter adviser. The counselors shall also help the chapter adviser facilitate the application process in a timely manner.

G. Selection Procedures

1. The school counseling department shall provide a list of eligible students based on their cumulative grade point averages.
2. A transfer student who is a member in good standing in the National Honor Society in the previous school shall automatically be a member of the local chapter of the National Honor Society upon enrollment in the new school. It is the responsibility of the transferring student to notify the chapter adviser of his or her membership.
3. Dates for selection and the induction ceremony shall be approved by the school principal.
4. Each eligible student shall be provided a form with instructions for completion.
5. Candidates will return the completed forms to the faculty sponsor, who will present them to the faculty council for consideration prior to the designated deadline.
6. A description of the selection procedure stated below shall be published in an official school publication that is readily available to all students, school staff members, and parents or guardians.

H. Selection of Members

1. To be eligible for membership, the student must be a member of the sophomore, junior, or senior class. Freshman class students are not eligible.
2. A student must have been in attendance at the school for an equivalent of one semester. The faculty council in consultation with the principal may waive this requirement.
3. A student must have earned a cumulative grade point average of 3.5 or above. The candidate shall then be evaluated based on outstanding character, leadership, and service. Candidates will be required to submit supporting information for this evaluation. The faculty council may also solicit input from faculty members. The National Honor Society advisor, using a password

provided by the membership department of the National Honor Society, may access sample forms at [www.nhs.us](http://www.nhs.us), Advisor Zone, Sample Student Activity Information Form.

4. The selection of members to the chapter shall be by a majority vote of the faculty council.
5. The selection procedures shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Honor Society. The local school's chapter bylaws and selection procedures shall be consistent with this regulation and with the *National Honor Society Handbook* published by NASSP.
6. The chapter advisor is required to review the selection results with the principal before notifying any candidates.
7. The National Council of the National Honor Society and the NASSP shall not review the judgment of the faculty council regarding the selection of individual members to local chapters.

I. Discipline and Dismissal of Members

1. Local chapters must be in compliance with Article X of the constitution of the National Honor Society in developing a procedure to dismiss members. A written description of the dismissal procedure shall be available to all interested parties.
2. A member whose cumulative grade point average drops below the requirements for eligibility shall be promptly warned in writing by the chapter advisor and shall be on probation for the following semester.
3. Members who fall below the other standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a specific amount of time to correct the deficiency. A written warning is not required in the case of a flagrant violation of school rules or the law.
4. In all cases, a member shall be provided due process including notification in writing of impending dismissal and the right to a hearing before the faculty council.
5. A majority vote of the faculty council is required for dismissal.
6. A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals as explained in the current version of FCPS Regulation 2601.

7. The National Council of the National Honor Society and the NASSP shall hear no appeals in dismissal cases.
8. Members who resign or are dismissed are not eligible for National Honor Society membership or its benefits in the future and are required to return the National Honor Society emblem to the chapter advisor.

See also the current version of: Regulation 2601, Student Responsibilities and Rights Booklet

# S A M P L E

## NATIONAL HONOR SOCIETY

### CANDIDATE FORM

NAME \_\_\_\_\_ GRADE \_\_\_\_\_ DATE \_\_\_\_\_

Selection to membership in the National Honor Society (NHS) represents the highest honor and trust that can be bestowed upon a student in the sophomore, junior, or senior year of high school. The National Honor Society recognizes students for outstanding scholarship, character, leadership, and service. Membership in the society is indicative that the student has attained and is demonstrating and promoting all these qualities and is exerting an effort to improve conditions in the school and community.

You are identified for possible membership in the National Honor Society because you have met the scholarship requirement. However, evidence that you meet the character, leadership, and service requirements must be presented to the faculty council before you can be considered for membership.

1. On a separate piece of paper, write a paragraph on each of the three areas of character, leadership, and service, indicating how you meet the qualifications and giving specific examples. Attach these paragraphs to this form and return to the NHS faculty sponsor, \_\_\_\_\_, by \_\_\_\_\_.
2. Complete the attached record of activity, service, and leadership and return to the NHS faculty sponsor, \_\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

# **S A M P L E**

## Academic Probation

Date

Dear

The following paragraphs were included in the information given to you when you were invited to join the National Honor Society:

A National Honor Society member whose cumulative grade point average falls below 3.5 at the end of any semester will be placed on academic probation. A member whose cumulative grade point average is still below 3.5 at the end of the following semester will be considered for dismissal from the National Honor Society.

Since your overall grade point average at the end of the (fall or spring) semester was \_\_\_\_\_, this letter serves as official notification that you are now on probation in the National Honor Society. If your cumulative grade point average is still below 3.5 at the end of the (spring or fall) semester, you will be considered for dismissal from membership in the National Honor Society. If dismissed, you cannot be considered for membership in the future.

I sincerely hope you are successful in raising your cumulative grade point average to the acceptable level and will once again become a member in good standing. If I can help you in your endeavors, please do not hesitate to contact me.

Yours sincerely,

Jane or John Doe  
Chapter Adviser

/jd

# **S A M P L E**

## Academic Reinstatement

Date

Dear

At the end of the (fall or spring) semester, you were informed that your cumulative grade point average had fallen below the acceptable minimum of 3.5 for membership in the National Honor Society and notified that you would be placed on probation for the following semester. During that semester, you raised your cumulative grade point average to the acceptable standard of 3.5 or higher. This letter serves as official notification that you are once again a member in good standing of the local chapter and the national organization.

Congratulations! It is a pleasure to reinstate you and welcome you back to full membership.

Yours sincerely,

John or Jane Doe  
Chapter Adviser

/jd

# S A M P L E

## Impending Dismissal

Date

Dear

At the end of the (fall or spring) semester, you were informed that your cumulative grade point average had fallen below the acceptable minimum of 3.5 for membership in the National Honor Society (NHS). At that time, you were notified that you would be on probation for the following semester. After a semester on probation, you have failed to raise your cumulative grade point average to the acceptable level of 3.5 or higher.

Therefore, I regret to inform you that this letter serves as official notification of your impending dismissal from the National Honor Society. If dismissed, you cannot be considered for membership in the National Honor Society in the future. However, you are entitled to a hearing before the NHS faculty council. Please contact me by \_\_\_\_\_ to schedule a hearing.

Yours sincerely,

Jane or John Doe  
Chapter Adviser

/jd