

Cambridge Springs High School National Honor Society

The John Griffiths Chapter of the National Honor Society (NHS) is deep in tradition here at the Spa. The original charter dates back to 1962. Membership in the NHS is viewed by many as one of the most prestigious forms of student recognition in the nation.

Students and parents may obtain a Candidate Information Packet regarding the NHS from the school office. Information is also available in the CSHS Student Handbook, on the CSHS website at <http://schools.penncrest.org/cshs> , and on the NHS website at http://www.nhs.us/s_nhs/index.asp. An overview of the NHS will be presented to eighth grade students as part of their high school scheduling process.

Principal

At the building level, the principal annually appoints and works closely with the Faculty Adviser and the Faculty Council of the local chapter. The principal cannot serve as chapter adviser and is not a member of the voting Faculty Council.

The principal has the right to approve all activities and decisions of the chapter. This authority extends to the selection and dismissal of members. The principal receives appeals in cases of non-selection of candidates and the discipline or dismissal of members.

Faculty Adviser

The chapter adviser shall be a member of the faculty of the school where the chapter is located. The adviser promotes chapter activities, stimulates positive actions by members, and provides information on local and national policies regulating chapter activities. The Faculty Adviser is a non-voting member of the Faculty Council.

Faculty Council

The Faculty Council consists of five (5) voting faculty members, appointed annually by the principal. If the principal delegates the power to make this appointment to the assistant principal or adviser, the principal shall approve the list prior to the first meeting of the Faculty Council. No principal or assistant principal may be on the Faculty Council. Faculty Council members shall be from the professional staff on campus and not from among the support staff on campus. Parents and students cannot serve as members of the Faculty Council for the chapter. The names of Faculty Council members are kept confidential except in the case where a member of the NHS is entitled to a pre-dismissal hearing.

The adviser and Faculty Council cooperate in developing and periodically reviewing all local selection and dismissal procedures and guidelines.

Membership

Students do not have a right to apply for membership in the NHS. Rather, it is a distinct privilege to be selected as a candidate for membership. Membership is granted only to those students selected by the Faculty Council on the condition of their having met the standards for selection established at the local level.

Standards for Selection

Candidacy for selection and membership in NHS is based upon *the student demonstrating outstanding performance in all four criteria of the National Honor Society*:

1. **Scholarship**
Scholarship is based on a student's cumulative Grade Point Average (GPA). Cumulative GPA refers to the total academic performance as demonstrated by the grades received by the student while in attendance the school where the NHS chapter is formed. Grades from the ninth grade on will be used to compute the GPA. At CSHS, the minimum GPA is 90%.
2. **Service**
Service is generally considered to be those actions, undertaken by the student, which are done on behalf of others without any direct financial or material compensation.
3. **Leadership**
Leadership includes verifiable elected positions of responsibility such as the number of elected offices a student has held in school or community organizations or elective participation in positions of responsibility in other activities offered on campus such as athletic team captains, section leaders in band and chorus and committee chair positions in student groups.
4. **Character**
Character is defined as possessing the following qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Selection Procedures

1. In the Spring of each year, the Faculty Council will identify sophomores, juniors, and seniors whose cumulative Grade Point Average (GPA) is 90% or higher. Furthermore, only students who have attended the school the equivalent of one semester may be considered for membership. The Faculty Adviser may waive the semester regulations for extenuating circumstances after consultation with the Principal. Only those students who have a cumulative GPA as set by the Faculty Council are then eligible for consideration for membership in the NHS on the basis of service, leadership, and character.
2. The Faculty Council will send a letter to each student who has attained the prerequisite GPA and attendance requirements. These students will be invited to attend an informational meeting to determine the student's interest in membership. The selection process and guidelines of the organization will be distributed and discussed at the informational meeting. Students then can discuss the information with their parents and decide if they would like to be considered for the National Honor Society.
3. If the student wishes to be considered as a candidate for membership, he/she must complete an Activity Information Form to document service and leadership activities that would support the student's candidacy for membership. The student must also write a short essay and secure official school transcripts. The essay provides a student the opportunity to express the meaning of character and the value of the four criteria of the NHS in a manner that cannot be accomplished through a simple information sheet format alone. Students are strongly encouraged to type the Activity Information Form and essay. The file for the Activity Information Form is available

on the school's server. A deadline of two to three weeks is given. Students who need help in completing the necessary forms should contact the Faculty Adviser. Such information gathering documents are not "applications for membership" and the review of information gathered does not guarantee selection.

4. If for some reason a student chooses not to participate in the NHS, he/she will be asked to complete an Opt Out Form in which the student and parent acknowledge that the student was a viable candidate for this round of selection, but respectfully declines the invitation to be considered. The signed and dated form, containing both student and parent signatures will be kept for future reference. Returning the Opt Out Form does not preclude the student from being considered in the next round of selection so long as he or she still meets the prerequisite qualifications established by the local chapter of the NHS.
5. Once all Activity Information Forms and essays are returned by students who are interested in being considered for candidates for membership, the CSHS Faculty is given a Faculty Evaluation Form for each candidate. The Faculty Evaluation Form requests the faculty member's professional opinion of how each of the candidate exhibits the characteristics of service, leadership and character. These forms are returned to the Faculty Council.
6. The Faculty Council meets with the Adviser (a non-voting member of the committee) to further discuss the candidates. After the meeting, each of the Faculty Council members votes for selection or non-selection of each candidate. The votes are tabulated by the Adviser. Candidate that receive a majority of votes are invited to join the NHS. The principal reviews and approves the final list of selected students.
7. Students are then informed by way of an official letter of selection or non-selection into the NHS. In addition, non-selected students will be offered a meeting with both the adviser and principal at which time the student will be informed of the areas that need improvement.
8. Appeals of non-selection are to be submitted in writing to the building principal or adviser within 10 days of the non-selection notification letter date. The chapter adviser and the principal are the individuals chiefly responsible for responding to student and parental concerns
9. The selected students are invited to attend the annual banquet and induction ceremony.
10. Students who are inducted into the NHS are expected to maintain their minimum 90% GPA, to not receive any quarter grades below 72%, to be a positive active participant in the school community, complete 50 hours of community service each school year and adhere to the four criteria of the NHS.
11. Disciplinary action, including dismissal from the society, may be taken if a member of NHS does not fulfill the responsibilities listed in item 10 above. Discipline issues are handled on a case-by-case basis and in accordance with the NHS national standards. Any student being considered for dismissal has a right to a pre-dismissal due process hearing with the Faculty Council to present his/her case to the council prior to its decision.