

Wauzeka-Steuben Handbook



2016-2017

Table of Contents

How to read or understand this document	3
NHS Member Characteristics	3
Article I: Name and Purpose	3
Article II: The National Council	3
Article III: State Organizations	4
Article IV: Local Chapters	4
Article V: The Principal	5
Article VI: The Chapter Advisor	5
Article VII: Faculty Council	6
Article VIII: Membership	6
Article IX: Selection of Members	7
Article X: Discipline and Dismissal	7
Article XI: Chapter Officers	8
Article XII: Executive Committee	8
Article XIII: Meetings	9
Article XIV: Activities	9
Article XV: Official Insignia	9
Article XVI: Chapter Bylaws	10
Article XVII: Amendments	10
Qualifications	11
Selection Process	11
Recommendation for Removal	12
Letter Encouraging Application	14
Application Cover Page	15
NHS Resume	16
Teacher Recommendation	17
Signature Page	18
Official Letter of Induction	19
Parent Letter	20

How to read or understand this document:

Writing that is in black is directly copied from the official Constitution of the National Honor Society or the NHS website. This writing is the bylaws of the Wauzeka-Steuben NHS

organization. *However, writing that is in blue or italicized supersedes the specific national standards.*

NHS Member Characteristics:

Character: The student of good character upholds principles of morality and ethics; is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Scholarship: Students who have a cumulative grade point average of 85 percent, B, 3.0 on a 4.0 scale (or equivalent standard of excellence), or a higher cumulative average set by the school's faculty council. *A student must have a minimum of a 3.5 G.P.A.*

Leadership: Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

Service: Voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic attitude.

Article I: Name and Purpose

Section 1. The name of this organization shall be the National Honor Society of Secondary Schools (NHS). *Wauzeka-Steuben High School Chapter of the National Honor Society (NHS)*

Section 2. 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.

Section 3. NHS is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537, a 501(c)(3) not-for-profit association.

Article II: The National Council

Section 1. The control of this organization shall be vested in the NASSP Board of Directors.

Section 2. There shall be a National Council to advise the NASSP Board of Directors regarding NHS and its policies and procedures.

Section 3. The National Council shall consist of eleven members appointed by the Board of Directors of the National Association of Secondary School Principals, one representative chosen from each of the NASSP administrative regions, two at-large principals or assistant principals (from any region), and the NJHS Representative, a chapter adviser from a middle level school. Regional representatives shall alternate terms between principals and advisers according to the schedule developed by the national

office. The executive director of NASSP shall be an ex-officio member of the National Council. A staff representative appointed by the NASSP Executive Director will be assigned to facilitate all meetings and serve as secretary of the National Council.

Section 4. Members shall be appointed for a term of no more than three years.

Section 5. A simple majority of members shall constitute a quorum of the National Council.

Article III: State Organizations

Section 1. Local chapters may choose to organize state associations.

Section 2. Any state association of National Honor Society chapters shall conform to this Constitution and shall work with NASSP in furthering the purposes of this organization.

Section 3. All state associations shall be affiliated with the National Honor Society.

Section 4. The state affiliate shall not serve as an appeal board for local chapter non-selection or dismissal cases.

Section 5. Bylaws of the state associations must be approved by NASSP and must be consistent with the NHS Constitution.

Article IV: Local Chapters

Section 1. Any secondary public school is eligible to apply for a charter for a local chapter. Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved by NASSP are eligible to apply for a charter for a local chapter. Each school shall have its own chapter except in cases where a school's size precludes the formation of a full Faculty Council. In such cases, a chapter can be shared as long as all other constitutional requirements can be met. A middle level unit in the same building with a high school unit will be appropriate cause for two separate chapters (one for the National Junior Honor Society and one for the National Honor Society).

Section 2. Each chapter shall pay a chartering fee determined by the NASSP Board of Directors.

Section 3. Each school with a chapter shall pay an annual affiliation fee approved by the NASSP Board of Directors.

Section 4. The annual individual member dues paid to a chapter or state affiliate, if any, shall not exceed twenty dollars inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership. *To be determined by executive committee.*

Section 5. Duly chartered local chapters shall conform to this Constitution as set forth by the NASSP Board of Directors. Failure to do so may result in the loss of the charter.

Article V: 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 member of the faculty as chapter adviser, who may serve consecutive terms.

Section 3. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty who may serve consecutive terms.

Section 4. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

Article VI: 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.

Section 5. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council.

Section 6. The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

Article VII: Faculty Council

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the principal. The chapter adviser shall be an ex-officio, non-voting, sixth member of the Faculty Council. No principal or assistant principal may be included on the Faculty Council. *To be determined.*

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

Section 3. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases. *This meeting will be held each spring.*

Section 4. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this Constitution and NHS policies.

Article VIII: Membership

Section 1. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

Section 3. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section 4. Candidates become members when inducted at a special ceremony. *Typically the ceremony will be held during the Awards day ceremony in spring.*

Section 5. Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.

Section 6. An NHS member who transfers to another school and brings a letter from the 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 7. Members who resign or are dismissed are never again eligible for membership or its benefits.

Article IX: Selection of Members

Section 1. To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen [ninth graders] are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester.¹

Section 2. The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85 percent, B, or 3.0 (on a 4.0 scale) or the equivalent

standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character.² *A student must have a minimum of a 3.5 G.P.A.*

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

Section 4. A description of the selection procedure shall be published in an official school publication that 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 NHS.

Section 5. NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

Note 1. Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal or chapter adviser pursuant to the candidate's selection. On the basis of the recommendation of the previous principal or chapter adviser, the Faculty Council may waive the semester regulation.

Note 2. Local chapters may raise the cumulative GPA standard above the national minimum, or increase standards for the remaining selection criteria, apply them fairly and consistently, and include these standards in their locally published selection procedures.

Article X: Discipline and Dismissal

Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.³

Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned. *If a student falls below the established standards (G.P.A.) they will be placed on probation for one semester. If at the end of that semester the student has still not met the NHS standards the student will be removed from the chapter.*

Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. *Each NHS student will receive one warning before being removed from the organization.*

Section 4. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council.

Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.

Section 7. NASSP shall hear no appeals in dismissal cases.

Note 3. To maintain compliance, all local procedures must conform to the full provisions of this article. Faculty Councils can consider disciplinary actions that are less severe than dismissal if circumstances warrant.

Article XI: Chapter Officers

Section 1. The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter at the beginning of the school year.

Section 2. New officers shall be installed at a special ceremony. *Typically the ceremony will be held during the Awards day ceremony in spring.*

Article XII: Executive Committee

Section 1. The executive committee shall consist of the officers of the chapter and the chapter adviser.

Section 2. The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.⁴

Note 4. This section is generally viewed to include chapter activities except those with regards to the selection, discipline, and dismissal of members which are the sole domain of the chapter's Faculty Council per the provisions of Article VII, Section 4.

Article XIII: Meetings

Section 1. Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2. The regularity of the meetings (weekly, monthly, bimonthly, etc.) shall be designated in the chapter bylaws. *The organization will meet twice a month or as needed.*

Section 3. The chapter president or other designated student leader may call special meetings as needed..

Section 4. Chapters shall conduct meetings according to Robert's *Rules of Order, Newly Revised* in all points not expressly provided for in this Constitution or the chapter bylaws.

Article XIV: Activities

Section 1. Each chapter shall determine one or more service projects for each year. *The Wauzeka-Steuben chapter holds 4-5 blood drives per year, Jump Rope/Hoops for Heart, and a food drive.*

Section 2. All members shall regularly participate in these projects. *All members are required to participate in each of these events with the support of their Advisor. In the event that a member cannot attend a Chapter project, based on an excused absence, a written proposal of a project replacement may be made to the Advisor. Upon acceptance, the member may complete the proposed project and remain in good standing.*

Section 3. These projects shall have the following characteristics: Fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; be well planned, organized, and executed. *Members who do not participate as required in the Chapter or individual service projects may be requested to appear before the Faculty Council, with the possibility of dismissal being suggested.*

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute. *The individual members are also required to complete 5 individual service projects, ranging from 2-3 hours per project. Individual members are to consider areas of service/need that they could give/fill within their daily lives. Members are encouraged to look for new areas of service to offer to a variety of ages, groups and people.*

Section 5. Each chapter shall publicize its projects in a positive manner. *Chapter projects will be held throughout the year. Individual service hours may be started after initiation. Completion for all individual projects must be completed 1 full month before the end of the school year.*

Article XV: Official Insignia

Section 1. This organization shall have an official emblem. The emblem shall be uniform and its distribution and rules for its use shall be determined by the NASSP Board of Directors.

Section 2. Each active, graduate, or honorary member in good standing with the chapter shall be entitled to wear this emblem.

Section 3. Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Section 4. All insignia must be procured from the national office of the National Honor Society, 1904 Association Drive, Reston, VA, 20191. All insignia are registered with the United States Patent and Trademark Office and may not be copied by anyone without written permission of the NHS national office.

Section 5. The motto of the National Honor Society shall be *Noblesse Oblige*.

Section 6. The official colors of the National Honor Society shall be blue and gold.

Section 7. A graduate member may purchase a replacement for a lost emblem by verifying membership to the national office.

Article XVI: Bylaws

Section 1. Each chapter shall write bylaws to amplify sections of this Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of NASSP but must be consistent with this Constitution. *Wauzeka-Steuben by-laws are transcribed within this document and are identified by the blue color or italicized writing.*

Section 2. The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like. *To be determined.*

Article XVII: Amendments

This Constitution may be amended by the NASSP Board of Directors based on input from the NASSP staff and the NHS and NJHS National Council.

Suggestions for amendments made by individual members must receive 2/3 vote from the Chapter, approval from the Executive Officers, approval from the Advisor, and approval of the Principal. Any changes to the bylaws, when approved, shall take effect at the start of the following semester.

Wauzeka-Steuben High School National Honor Society

Qualifications

- Minimum 3.5 GPA
- Examples of leadership in school, co-curricular, extra-curricular, and community activities
- 5 Teacher Recommendations
- Submitted Essay
- At least 20 documented volunteer hours
- Two letters of reference – one for leadership and one for service

The Process Used to Select National Honor Society Members

1. A list is prepared of sophomore, junior and senior students who have not previously been selected for membership and who have a 3.5 cumulative GPA. This is usually done about 3-4 weeks following the end of the first semester.
2. Invitations are extending for NHS membership to those students who have a 3.5 cumulative GPA. This usually happens about four weeks following the end of the first semester.
3. Students fill out the application form and secure two references--one for leadership and one for service. The students will usually have about two weeks to complete this process.
4. Prospective members will take a form to be signed by at least 5 current teachers/staff indicating their recommendation to approve the candidate.

Note: Discipline issues that are part of a student's permanent record as documented in Skyward or any discipline issue reflecting poorly on the student's character is grounds for exclusion from further consideration or removal. This might include (but are not limited to) disrespect of teachers, administrators or other students, cutting class, cheating, destruction of property, stealing, lying to a teacher or administrator, or use of illegal drugs or alcohol.

5. A faculty council comprised of at minimum five high school staff will meet to review the applications. This usually happens after the middle of March.
6. Once the faculty council reaches its decisions one member from the committee will bring forth the councils recommendation to the principal for final review and approval.

7. The induction ceremony will normally be held during the Awards day ceremony in spring. Parents, relatives, friends, and staff are welcome to attend.

Wauzeka-Steuben High School NHS Committee Recommendations For Removal/Maintenance of Membership

Discipline issues that are part of a student's permanent record as documented in Skyward or any discipline issue reflecting poorly on the student's character is grounds for exclusion from further consideration or removal. This might include (but are not limited to) disrespect of teachers, administrators or other students, cutting class, cheating, destruction of property, stealing, lying to a teacher or administrator, or use of illegal drugs or alcohol.

Causes for removal from membership

- Major code violation such as alcohol, drugs, fighting, etc.
- Two referrals or two minor code violations
- Falling below a 3.5 GPA (This would result in a probationary status. Students would have until the end of the subsequent grading period (semester) to earn a 3.5 or better GPA for that quarter. If a student did not earn a 3.5, then he/she would be removed from NHS. However, if the student returns to a 3.5 GPA senior year, he/she could apply again.)

Appeal process

- Students could self-refer in the instance of code violations.
- Students would meet with the NHS selection committee to present his/her case.
- The principal shall receive appeals in case of non-selection of candidates, and the disciplining or dismissal of members.

Service and leadership accountability after induction

- Students are encouraged to continue their leadership and service levels following their NHS selection.

Appeals in Cases of Non-Selection

Note: Should students or parents not be satisfied, the next level of discussion should take place with the principal. The principal should, of course, listen to the concerns of the students not selected, or from the parents of such students. Following such discussions, if the principal believes 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 who qualified for induction, the erroneous averaging of grades, or failure to follow prescribed procedures.

Usually, however, non-selected students wish to question the judgment of the Faculty Council. It is important to try to help them understand that all decisions of the kind involved in the selection

have some subjective aspects, but that the decisions were derived in a fair manner and based on sound, professional judgment...Admittedly a committee composed of a different group of people might well have produced a different result, though it is equally as likely that they might have come to the same conclusion. The admission of varied group judgments is not an effective objection to the selection process itself, but merely an indication that specific decisions reached by the council do not satisfy everyone. The principal is charged with choosing five persons to serve on the Faculty Council with assistance from the faculty advisor in whom he or she can place a high degree of trust. These members of the council must understand the importance of exercising their responsibilities in the most professional and objective manner possible.

In the absence of specific evidence to the contrary, however, the principal must assume that the members of the council are exercising their discretion in a legitimate manner and with the good faith expected of them.

Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society (See Appendix 7, prepared by the NASSP—National Association of Secondary School Principals—legal counsel, concerning the law and how it relates to governing the 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.

If a non-selected student or his/her parents wish to challenge the principal’s decision, they should follow the local school system complaint procedure. The National Council and the NASSP have no authority to review or overturn the judgment of the Faculty Council regarding selection of individual members to local chapters.

Official Letter Encouraging Application to NHS

[DATE]

[Student Name]

Congratulations!!! Because of your accumulated grade point average you are being nominated for the National Honor Society at the Wauzeka-Steuben School District.

As a nominee for this academic honor our chapter requires the following.

- Minimum 3.5 GPA
- 3 Examples of leadership in school, co-curricular, extra-curricular, and community activities (staff signature required)
- 5 Teacher Recommendations
- Submitted Essay (Topic will be coming)
- At least 20 documented volunteer hours
- Two letters of reference – one for leadership and one for service
- NHS Resume

Submission deadline is Friday, March _____, 20 ____ by 3:25 P.M. Partial or late applications will not be accepted. It is the responsibility of the student to ensure the application packet is complete.

The faculty committee will be evaluating and reading your information packet on April _____, 20____. Please understand that completing this form does not guarantee selection for NHS. Membership in NHS is an honor. It is not a right. Selection for NHS is determined by the Faculty Council and is based off of scholarship, leadership, service, and character. Other factors also carry weight such as school attendance, student behavior, etc.

New members will receive official notice by May 1st, 20 ____.

National Honor Society new inductees will receive their recognition during the Awards DAY Ceremony on May _____, 20____.

You are strongly encouraged to apply for such a prestigious club. We look forward to reviewing your application materials.

Sincerely,
[XXXXXXXX]
NHS Advisor

Student Name: _____

Cover Page

Part I - **Cover Page** - This should be the front page of your application packet.

Part II – **G.P.A. requirement** -After the cover page please include unofficial transcripts since entering high school. Students can complete this by logging into Skyward themselves. You should not need staff support.

Part III – **3 separate examples of leadership** – Provide three documented examples of leadership (participation in an activity does not count as leadership) Examples would include: being a captain of an athletic team, being an officer for a club or organization, taking a regular leadership role in a class (documentation from staff member must reflect leadership role), etc. If you are not sure if your example will count as leadership please see the Principal.

Part IV - **5 Teacher Recommendations** – This should be turned directly into the principal. Further directions are provided.

Part V – **Submitted Essay** – Please receive the question from the NHS advisor. Your response should be typed, 1 full page, margins at 0.5” all the way around, Times New Romans Font, size 12.

Part VI - **20 documented volunteer hours** – Please include documentation with signature of volunteer hours.

Part VII - **Two letters of reference** – Please include two letters of reference indicating your leadership and service to a group/organization/community/school/etc. The letters should be dated with the references signature. Please give your references ample time to complete a letter.

Part VIII - NHS Resume – Include your completed NHS resume.

Part IX – Signature Page

NHS Resume

Directions: Please complete fully and include in your application packet. Application must be typed and not handwritten.

Name: _____

Current Class (please circle): Sophomore Junior Senior

Have you ever applied to NHS before: Yes or NO

If you have applied before what school year(s) did you apply? _____

Please indicate what athletic organizations you have participated in below.

Freshmen	Fall	
	Winter	
	Spring	
Sophomore	Fall	
	Winter	
	Spring	
Junior	Fall	
	Winter	
	Spring	
Senior	Fall	
	Winter	
	Spring	

Please indicate what clubs or activities you have participated **in school** below.

Freshmen	
Sophomore	
Junior	
Senior	

Please indicate what clubs, activities or organizations you have participated **out of school** below.

Freshmen	
Sophomore	
Junior	
Senior	

Student Name: _____

Teacher Recommendation

The prospective applicant should list five teachers in the first column. The student should give the paper to the first teacher in the list. The first teacher, after completing their portion, will deliver this document to the second teacher on the list. After the second teacher on the list has completed their portion they will deliver it to the third person. Etc.

When the fifth teacher has completed their portion of the document they should deliver the document to the principal's mailbox.

This document must be in the principal's mailbox prior to the deadline. It is **the responsibility of the student** to ensure that the teachers pass the paperwork and it ends up in the principal's mailbox by the due date. Students please make sure you provide ample time for teachers to complete this paperwork. At minimum this document should be handed out a full week before the due date. If a staff member is absent additional time will not be given. Students are not allowed to take the paper from one teacher to the next. It is important that teachers can respond freely on this document.

Teachers – Please indicate in the table your belief on the following statement. If you mark Neutral, Disagree, or Strongly Disagree please provide a brief statement why.

“ _____(Student Name) would be an ideal candidate for the NHS organization. This student shows leadership skills, a positive attitude, great character and is a great student to be around.”

Teacher Name	Date	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Reason(s)
Ex. John Doe	7-20-15	X					
Ex. Jane Doe	7-21-15					X	Regularly disrespectful & disrespectful

Principal Signature: _____ Date: _____

Signature Page

I, _____, solemnly swear that the information provided in this packet is factual and not misleading in anyway. Misrepresentation of any portion of this packet may result in failure to being accepted as an NHS member.

If accepted, I vow to be an active participant throughout the year and be active during meetings. I vow to honorably represent NHS and the Wauzeka-Steuben School District.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Official Letter of Induction

The purpose of NHS is:

Be a role model for your peers in the chapter, for other students, and for those in the community. Each member represents the National Honor Society and retains a responsibility to reflect the values of the organization in all that he or she does. This is taken very seriously and a member will be dismissed if poor behavior is reported to the advisors.

By becoming a strong member of your chapter, you enhance its reputation and effectiveness. An effective chapter is an asset to the school and promotes the creation of a positive school climate. A positive school climate helps all students achieve and learn, helping to achieve the goals of the principal, faculty, and the school system. A strong school builds a strong community and world. It all begins with you. Make the most of your membership in the Honor Society.

This letter is to be signed prior to the induction ceremony and the original letter is to be kept in the NHS official files.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Parent Letter

[Date]

[Student Name]

Congratulations!!! I am pleased to inform your family that your daughter has been selected into the National Honor Society at the Wauzeka-Steuben School District. The selection process included several faculty/staff members who felt your child's academic success and personal character was truly distinctive among our student body. As parents, you should feel proud about the years of support you have shown toward your child's education.

Our induction ceremony will be held at the end of our Awards ceremony at _____ A.M. on _____, _____, 20____. If you have any questions please contact _____ at (608) ____- _____ or by email: _____@wauzeka.k12.wi.us

Sincerely,
[XXXXXXXXXX]
NHS Advisor