

National Honor Society
Student Handbook

*Marathon High School Chapter
National Honor Society*

Marathon, Wisconsin
2021-2022

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This student handbook is designed to serve as a guide to the responsibilities and expectations that accompany the privilege of being a member of National Honor Society. Please carefully review the contents to be informed, organized, and fully aware of your role within the Marathon High School Chapter of National Honor Society and the obligations of your membership.

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Welcome

Congratulations! You have been selected to become a member of a prestigious and elite group of students across the country. In 1921, National Honor Society was founded to recognize and develop achievement in scholarship, leadership, character, and service. It is a privilege to work with a group of students who strive to make a positive difference in their school and community. You are an individual who recognizes the opportunities, risks, and rewards in the world around you. During your years at Marathon High School we look forward to collaborating toward making significant contributions to our school and community. This is your time to continue being our most vibrant leaders and role models.

Membership in National Honor Society is recognized by students, teachers, parents, communities, colleges, and universities as an indicator of a student's dedication to making a positive difference for individuals and their community. National Honor Society members are committed to the pursuit of exemplary scholarship, leadership, character and service. This reputation for excellence is the result of years of fulfilling these expectations.

Read carefully through the Student Handbook. The handbook contains details and procedures related to the expectations that members need to fulfill to maintain active status in National Honor Society and any privileges it confers. After reading through this handbook, please sign the Eligibility Commitment on page 18 to indicate your willingness to make the serious commitment of time and energy required to be a productive and positive member of the Marathon High School Chapter of National Honor Society.

Sincerely,

Mrs. Jennifer Aune
NHS Advisor

Member Expectations

Meetings

National Honor Society has monthly meetings in which we come together as a group to conduct important discussions, plan service opportunities and events, and receive important information from officers and the faculty advisors. The attendance policy is designed to accommodate the fact that there will be times that you are unable to attend a meeting for whatever reason. It is your responsibility to meet the expectations listed below.

Meeting Attendance Expectations:

- Monthly RE meetings
- Attendance at a **minimum of 7** of the monthly meetings held during the school year.

Service

Each local chapter of National Honor Society is mandated to select a service project in which all members participate. In accordance with the national constitution (Article XIV), this project shall fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed. In addition to the group service project, each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests.

Service Expectations:

- Completion of 10 hours of service by May 20, 2022.
- At least 1 of the service hours will come from the group service project.
- Documentation of service submitted by May 20, 2022.

Service, Character, Leadership, Scholarship

All National Honor Society members are expected to maintain the standards by which they were selected. The benchmarks for these standards were described and verified on the Eligibility for Selection Form submitted with your selection portfolio. A copy of this form is included on the next page for your reference.

NATIONAL HONOR SOCIETY ELIGIBILITY FOR SELECTION

Student eligibility is based on her or his record of scholarship, leadership, character, and service at Marathon High School and in the communities served by the Marathon School District.

SCHOLARSHIP

Membership is only for qualified students with sophomore, junior or senior standing. Students must have been in attendance at Marathon High School for at least one semester. A cumulative GPA is used for determining scholastic eligibility and is based on GPA at the end of the previous semester.

Seniors – 3.25

Juniors – 3.5

Sophomores – 3.75

LEADERSHIP

According to the National Honor Society standards, the student who exercises leadership: is resourceful in proposing new problems, applying principles, and making suggestions

- demonstrates initiative in promoting school activities
 - exercises influence on peers in upholding school ideals
 - contributes ideas that improve the civic life of the school
 - is able to delegate responsibilities
 - exemplifies positive attitudes
 - inspires positive behavior in others
 - demonstrates academic initiative
 - successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; and demonstrates reliability and dependability
 - is a leader at work and in school or community activities
 - is thoroughly dependable in any responsibility accepted
 - is willing to uphold scholarship and maintain a loyal school attitude.
-

CHARACTER

Each eligible student will be evaluated by the faculty and administration according to the National Honor Society standards for good character, which state the student of character:

- takes criticism willingly and accepts recommendations graciously
- consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- upholds principles of morality and ethics
- cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- demonstrates the highest standards of honesty and reliability
- shows courtesy, concern and respect for others; observes instructions and rules
- exhibits concentration and sustained attention as shown by perseverance and application to studies

CHARACTER CONT...

- manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- actively helps rid the school of bad influences or environment

Character will automatically be questioned by events leading to suspension from school, consistent lateness, cheating, or other offenses brought forth by a member of the faculty or administration. If someone deems a student's character not sufficient, that opinion will be discussed with the student's current teachers, counselor, or principal, and the relevant information will be forwarded to the Faculty Council for consideration.

Examples of behaviors which render a student ineligible for selection include (but are not limited to):

- plagiarism or cheating
- theft at school or in the community
- participation in any illegal activities such as drug use and underage drinking

SERVICE

The National Honor Society standards require that a student:

- volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- works well with others and is willing to take on difficult or inconspicuous responsibilities.
- cheerfully and enthusiastically renders any requested service to the school.
- is willing to represent the class or school in inter-class and inter-scholastic competition.
- participates in some activity outside of school: Girl Scouts, Boy Scouts, youth groups affiliated with religious institutions, volunteer services for the aged, poor, or disadvantaged.
- mentors persons in the community or students at other schools.
- shows courtesy by assisting visitors, teachers, and students.

Students will be actively involved in **at least 3** athletic programs, student activities, and/or community service projects. Active involvement is characterized by:

- Athletic Programs: participation and attendance for one entire season during the student's high school career.
- Student Activities: participation and attendance at no less than 80% of meetings and events for any one year during the student's high school career.
- Community Service Projects: 20 or more hours of unpaid, uncompensated service to the school or community.

Consequences

You must be informed and aware of your obligations and responsibilities as a member of National Honor Society. You are expected to maintain the specific standards by which you were selected. If you fall below these benchmarks or fail to meet specified expectations, your membership will be subject to disciplinary action up to referral to the Faculty Council for consideration of membership dismissal.

The following disciplinary actions for specific behaviors are intended to serve as a guideline only. This is only a partial list of behaviors subject to discipline. Consequences will be determined on a case-by-case basis.

Behavior	Potential Consequence
Discipline Referral	Member meets with faculty advisor to develop a plan to remediate the behavior through appropriate service, research, or outside programming.
Cumulative GPA falls below 3.0	Member meets with faculty advisor to develop a plan for improvement. A goal is set for the end of the current grading period.
Inadequate meeting attendance	Member will contribute 5 hours of service to development of the Marathon Chapter of NHS for each meeting missed beyond the maximum allowed.
Failure to meet service deadlines	Member will lose the right to receive and wear honor cord at graduation.
Flagrant violation of school or civic rules	Member referred to Faculty Council for dismissal.
Cheating	Member referred to Faculty Council for dismissal.
Possession or use of alcohol or drugs.	Member referred to Faculty Council for dismissal.

Discipline and Dismissal Procedures

Discipline

It is the responsibility of the chapter advisor to periodically review the standing of members for compliance with Society standards. When a member falls below the standards by which the member was selected, the advisor should inform the errant member in writing of the nature of the violation, the time period given for improvement, and provide a warning of possible consequences for failure to improve. The advisor will also meet personally with the member to discuss the situation and develop a plan for improvement.

Discipline measures other than dismissal from NHS are the purview of the chapter advisor. The goal of disciplinary measures should be to reeducate the student to more appropriate behavior.

(National Honor Society Constitution, Article VI, section 3)
(National Honor Society Handbook 15th edition, page 58)

Dismissal

Members who fall below the standards which were the basis for their selection shall be warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except in the case of a flagrant violation of school rules or civil laws, in which case a member does not necessarily have to be warned.

The Faculty Council will determine the dismissal of a member after providing written notice to a member and conducting a pre-dismissal hearing. The presence of five members of the Faculty Council constitutes a quorum. A simple majority vote of the Faculty Council is necessary to dismiss a member.

Procedures

Notification

- A member will receive a written notice from the chapter advisor of the violation of the chapter standards, the possibility of dismissal, and the scheduling of the pre-dismissal hearing.

Pre-Divmissal Hearing

- NHS Members are encouraged to attend the hearing, but attendance is not mandatory. Parent(s)/ guardian(s) of the member may be present with the member. However, it should be noted that the primary focus of the hearing is to allow the member to present his or her case.
- Members are encouraged to present information and explain their behavior verbally or in writing during the hearing. Members who are not present may submit written information for consideration by the Faculty Council during the hearing.
- The rules for the hearing will be designed to facilitate consideration of the facts and the rules of evidence will serve as guidelines, but not be strictly enforced.

- After the Faculty Council collects information from the parties at the hearing, individuals who are not members of the Faculty Council will leave the room. The Faculty Council will determine the appropriate disciplinary action for the member, up to and including dismissal from the chapter, by a majority vote.
- Members, parent(s)/guardian(s) and the principal will be informed in writing of the decision of the Faculty Council. As a common courtesy, the chapter advisor is expected to verbally inform the member or their parent(s)/guardian(s) of the Faculty Council's decision verbally prior to receiving the written notice.
- Members who have been dismissed from the National Honor Society must surrender their NHS emblem and membership card to the chapter advisor. Failure to do so will be treated as a school discipline issue.
- Members who have been dismissed from the National Honor Society will never again be eligible for membership status or benefits.

Appeal Process

The dismissed member may appeal the decision of the Faculty Council under the local school district's policies governing disciplinary appeals.

- The dismissed member may make a written appeal of the Faculty Council decision to the principal within five school days of the decision. The principal will hear the appeal and respond in writing within fifteen school days.
- The dismissed member may make a written appeal of the principal's decision to the Superintendent within five days school days of the decision. The Superintendent will hear the appeal and respond in writing within fifteen school days.
- The decision of the Superintendent is final.

Resignation

- Resignation from the honor society requires a written statement signed by the member and his or her parent(s) / guardian(s).
- Students can not be "forced" to resign from the society for this will be interpreted as a dismissal without due process.
- Members who have resigned from the National Honor Society will never again be eligible for membership status or benefits.

(National Honor Society Constitution, Articles V, VI, VII, X)
 (National Honor Society Handbook 15th edition, page 19, 58-60, 89-91)

Contacts

Faculty Advisor.....	Ms. Jennifer Aune jaune@marathon.k12.wi.us
Marathon High Principal.....	Mr. Dave Beranek dberanek@marathon.k12.wi.us
Marathon School District Superintendent...	Mr. Rick Parks rparks@marathon.k12.wi.us
Marathon High School Website.....	www.marathon.k12.wi.us
National Honor Society Website.....	www.nhs.us

Bylaws

Marathon High School Chapter *National Honor Society* Marathon, Wisconsin

Article 1

Name and Purpose

Section 1: The name of this chapter shall be the Marathon High Chapter, which appears on the charter granted by the National Council of the National Honors Society, duly signed by the members of the National Council.

Section 2: The object of this chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, and to encourage and recognize the development of character and leadership in students of Marathon High School.

Article II

Membership

Section 1: Membership in this organization shall be based upon Scholarship, Leadership, Character, and Service.

Section 2: Membership of this chapter shall be known as active, graduate, and probationary. Active membership begins at the induction ceremony. Active members become non-voting graduate members at the graduation ceremony. Probationary members can become active members anytime between induction and graduation.

Section 3: Candidates shall have spent at least one semester in Marathon High School, and shall be members of the sophomore, junior or senior class. Candidates eligible to selection shall have Scholarship demonstrated by a cumulative GPA of 3.25 (Seniors), 3.5 (Juniors) or 3.75 (Sophomores). All students who meet or exceed this benchmark shall be admitted to candidacy for selection to membership. Their selection is further based on their demonstration of Service, Character, and Leadership.

Section 4: Active members shall maintain the standards of Scholarship, Service, Character, and Leadership by which they were selected for membership. If they fall below these standards, their membership is subject to discipline up to and including dismissal.

Section 5: Active members shall attend the minimum number of meetings as set by the Faculty Advisor. Active members shall complete the required hours of individual and group service between their induction and the May deadline set by the Faculty Advisor. If members do not meet these expectations, their membership is subject to discipline.

Article III

Selection of Members

Section 1: The members of the Marathon High School Chapter of National Honor Society shall be selected by the Faculty Council. For member selection purposes, the Faculty Council shall consist of the High School Principal and representatives of all members of the Marathon High School Faculty, as designated by the High School Principal.

Section 2: Eligible candidates shall submit a selection portfolio which documents their Scholarship, Leadership, Character, and Service and confirms their eligibility under these benchmarks. These benchmarks are defined, but not limited, by the following descriptions:

A. Examples of positive Leadership qualities include (but are not limited to):

- 1) Leadership in the classroom
- 2) Leadership in promoting school activities
- 3) Successfully holding positions of responsibility
- 4) Exemplifying positive qualities and attitudes
- 5) Exerting a positive influence which directly affects others

B. Examples of positive Character qualities include (but are not limited to):

- 1) Meeting individual responsibilities and obligations to school and teachers promptly
- 2) Demonstrating highest standards and a positive attitude toward honesty and reliability
- 3) Demonstrating desirable qualities of friendliness, and appropriate maturity
- 4) Demonstrating cooperation and citizenship by complying with school and civic regulations

C. Examples of behaviors which render a student ineligible for selection include (but are not limited to):

- 1) plagiarism or cheating
- 2) theft at school or in the community
- 3) participation in any illegal activities, such as drug use or underage drinking

Section 3: The principal shall receive appeals in cases of non-selection of candidates.

Article IV
Discipline

Section 1: It is the responsibility of the chapter advisor to periodically review the standing of members for compliance with Society standards. When a member falls below the standards by which the member was selected, the advisor should inform the errant member in writing of the nature of the violation, the time period given for improvement, and provide a warning of possible consequences of non-improvement. The advisor will also meet personally with the member to discuss the situation and develop a plan for improvement.

Section 2: Discipline measures other than dismissal from NHS are the purview of the chapter advisor. The goal of disciplinary measures should be to reeducate the student to more appropriate behavior.

Article V
Dismissal

Section 1: Members who fall below the standards which were the basis for their selection shall be warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. If the plan for improvement completed as part of a disciplinary action is not fulfilled, the chapter advisor may recommend further disciplinary action, up to a recommendation to the Faculty Council for dismissal. In the case of a flagrant violation of school rules or civil laws, a member does not necessarily have to be warned, but may be immediately referred to the Faculty Council for dismissal.

Section 2: The Faculty Council will determine the dismissal of a member after providing written notice to a member and conducting a pre-dismissal hearing. The presence of five members of the Faculty Council constitutes a quorum. A simple majority vote of the Faculty Council is necessary to dismiss a member.

Section 3: Pre-Divmissal Hearing Procedures

- A. Notification: A member will receive a written notice from the chapter advisor of the violation of the chapter standards, the possibility of dismissal, and the scheduling of the pre-divmissal hearing.
- B. Pre-Divmissal Hearing
 - 1) NHS Members are encouraged to attend the hearing, but attendance is not mandatory. A parent(s)/ guardian(s) of the member may be present with the member. However, it should be noted that the primary focus of the hearing is to allow the member to present his or her case.
 - 2) Members are encouraged to present information and explain their behavior verbally or in writing during the hearing. Members who are not present may submit written information for consideration by the Faculty Council during the hearing.
 - 3) The rules for the hearing will be designed to facilitate consideration of the facts, and the rules of evidence will serve as guidelines, but will not be strictly enforced.

- 4) After the Faculty Council collects information from the parties at the hearing, individuals who are not members of the Faculty Council will leave the room. The Faculty Council will determine the appropriate disciplinary action for the member, up to and including dismissal from the chapter, by a simple majority vote.
- 5) Members, their parent(s)/guardian(s), and the principal will be informed in writing of the decision of the Faculty Council. As a common courtesy, the chapter advisor is expected to verbally inform the member and their parent(s)/guardian(s) of the Faculty Council's decision prior to receiving the written notice.
- 6) Members who have been dismissed from the National Honor Society must surrender their NHS emblem and membership card to the chapter advisor. Failure to do so will be treated as a school discipline issue.
- 7) Members who have been dismissed from the National Honor Society will never again be eligible for membership status or benefits.

C. Appeal Process

- 1) The dismissed member may appeal the decision of the Faculty Council under the local school district's policies governing disciplinary appeals.
- 2) The dismissed member may make a written appeal of the Faculty Council decision to the principal within five school days of the decision. The principal will hear the appeal and respond in writing within fifteen school days.
- 3) The dismissed member may make a written appeal of the principal's decision to the School Board within five days school days of the decision. The School Board will hear the appeal and respond in writing within fifteen school days.
- 4) The decision of the School Board is final.

Article VI

Resignation

Section 1: Resignation from the honor society requires a written statement signed by the member and their parent(s)/guardian(s).

Section 2: Students can not be "forced" to resign from the society, for this will be interpreted as a dismissal without due process.

Section 3: Members who have resigned from the National Honor Society will never again be eligible for membership status or benefits.

Article VII

Officers

Section 1: The members will elect four general officers who serve from their induction. These four officers will then determine among themselves who is best fit for each position. If the officers are unable to assign specific positions, this responsibility will fall to the Faculty Advisor.

Section 2: The Officer positions and their duties include (but are not limited to):

A. President

- 1) Leads the monthly meetings.
- 2) Coordinates all aspects of the group service project. This service project will be something that gives back to Marathon High School or to the Marathon community. The service project can be anything that would be valued by the school or community.

B. Vice-President

- 1) Organizes and plans the spring ceremony to recognize and celebrate graduating and new NHS members. These include arranging a guest speaker, the rehearsal, decorations, invitations, programs, revisions of the program itself, recognition of group accomplishments, and any other parts of the program.

C. Secretary

- 1) Is responsible for documenting NHS activities and accomplishments with photographs and press releases.
- 2) Takes attendance at the monthly member meetings.
- 3) Types all meeting minutes and distributes them to any non-attending members or officers.

D. Treasurer

- 1) Handles all fundraising and budgeting for the chapter. Collects dues from students.

Section 3: Officers will attend monthly meetings with the chapter advisor, which will occur one week before the general member meeting.

Eligibility Commitment

Please read through these commitments and sign if you agree to meet them.
This agreement is required prior to induction into National Honor Society.

REQUIREMENTS FOR NHS ACTIVE STATUS AND RECOGNITION AT GRADUATION

- **Standards:** I realize that as a National Honor Society member I will be expected to uphold the standards of exemplary scholarship, leadership, service, and character by which I was selected for membership in National Honor Society. I recognize that these elements are essential to maintaining an active membership in National Honor Society. I understand that if I fail to uphold these standards, my membership will be subject to disciplinary action, up to and including dismissal.
- **Service:** I recognize that one component of membership in National Honor Society is providing service to my school and community. Meeting the service requirement and submitting documentation by the deadline below are required to maintain active status in National Honor Society and recognition at graduation. The service requirements are:
 - Completion of 10 hours of service by May 20, 2022.
 - At least 1 of the service hours will come from the group service project.
 - Documentation of service submitted by May 20, 2022
- **Meeting Attendance:**
 - Monthly meetings during RE in Student Services.
 - Attendance at a **minimum of seven (7)** of the monthly meetings.

Accept Membership in NHS

I have read through the requirements for active status in National Honor Society and recognition at the Marathon High School graduation ceremony for 2021-2022. I am willing to make the serious commitment of time and energy in order to be a productive and positive member.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Decline Membership in NHS

I choose not to pursue NHS membership at this time. If I am a sophomore/ junior and meet the qualifications for membership next year, I will be invited to pursue membership at that time.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____