

## National Junior/National Honor Society Guidelines

Students who show both academic excellence and a commitment to providing service to the community are eligible to join the National Junior/National Honor Societies each year. **“Although the academic criterion is important and is considered first, membership cannot be considered on the basis of grades alone. Schools that select members solely on the basis of scholarship violate the National Honor Society Constitution and place their chapters in jeopardy.”** (National Honor Society Handbook, page 26, Selection Procedures, section 4.2)

In particular, students must:

- **Have completed one full semester at RKA.**
- **Have an overall grade average of at least 85% on his/her 2015/2016 End of Year report card.**
- **Complete the 10 hours of required community service by the posted deadlines.**
- **Obtain recommendations from three teachers, as well as have satisfactory conduct in all subjects.**
- **Demonstrate the qualities of Leadership, Service, Citizenship, and Character.**

**\*\*STUDENTS ARE ONLY ALLOWED 3 HOURS OF COMMUNITY SERVICE IN TOTAL FOR HELPING TEACHERS WITH BULLETIN BOARDS, FILING, CLEANING UP ROOMS, ETC. THE ADDITIONAL 7 HOURS MUST INVOLVE SERVICE WHICH BENEFITS THE COMMUNITY AT LARGE, SUCH AS TUTORING, SOUP KITCHENS, PARK CLEANUP AND BEAUTIFICATION, CANCER WALKS, ETC\*\***

**\*\*PARENTS:** PLEASE VERIFY WITH YOUR CHILD THAT THEY HAVE INDEED TURNED IN THEIR APPLICATION, DUES, AND COMMUNITY SERVICE HOURS DIRECTLY TO MS. VELEZ IN ROOM 140. STUDENTS ARE GIVEN A RECEIPT FOR THEIR DUES WHEN THE HONOR SOCIETY APPLICATION IS SUBMITTED AS PROOF OF ACTIVE MEMBERSHIP. **\*\***

**\*\*STUDENTS CAN NOT BE INDUCTED UNLESS ALL REQUIREMENTS ARE FULFILLED BY THE POSTED DEADLINES. \*\***

**\*\*PARENTS AND/OR RELATIVES CANNOT SIGN COMMUNITY SERVICE HOURS FOR THEIR CHILD.\*\***

**\*\*IF A STUDENT IS HAVING DIFFICULTIES OBTAINING PROOF OF SERVICE FROM THEIR CHOSEN ORGANIZATION, PLEASE STOP BY THE COMMUNITY SERVICE OFFICE IN ROOM 140 BEFORE THE POSTED DEADLINE, AND MS. VELEZ WILL HELP YOU CONTACT YOUR ORGANIZATION.\*\***

An induction ceremony will take place for students who complete the Honor Society requirements on May 11, 2017 at 6:30 PM.

Definitions of the four additional criteria for induction:

### **Leadership:**

The student who exercises leadership:

- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Is a leader in the classroom, at work, and in other school or community activities
- Is willing to uphold scholarship and maintain a loyal school attitude

### **Service**

The student who serves:

- Volunteers and provides dependable and well organized assistance
- Works well with others and is willing to take on difficult responsibilities
- Cheerfully and enthusiastically renders any requested service in the school\
- Shows courtesy by assisting visitors, teachers and students

### **Citizenship**

The student who demonstrates citizenship:

- Understands the importance of civic involvement
- Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs

## **Character**

The student of character:

- 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
- Observes instructions and rules, is punctual, and faithful in both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies

Encouraging students to develop as responsible citizens and active members of our community and society is part of the mission at RKA and is a requirement of the Junior National/National Honor Societies. Service opportunities may take place in school or in the community. **If any student performs community service outside of school, he/she must obtain a business card, phone number or a note on company letterhead from the organization so that we can verify the completed hours.**

## **Contact Information:**

### **For Honor Society and/or High School Community Service hours/Opportunities:**

Ms. Yvette Velez

E-Mail: [yvelez@schools.nyc.gov](mailto:yvelez@schools.nyc.gov)

Phone: 718-796-8516, Ext. 1401

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## **FREQUENTLY ASKED QUESTIONS** **National Honor Society Handbook Pages 90 – 92**

### **1) Must all students perform community service for induction into the Junior/National Honor Societies?**

Yes, Article XIV of the national constitution states members must participate in individual service projects. The NHS/NJHS has supported participation in service projects as a way for students to learn the value of service, provide needed resources for their school and community, help the school maintain a positive image in their community, and to reinforce curriculum through involvement.

### **2) What is community service?**

Community service is donated (volunteered) service or activity that is performed by someone or a group of people for the benefit of the public or its institutions.

### **3) What is the basis of NJHS/NHS membership?**

- NJHS is open to students in grades 7 – 9 who have attended the school for the equivalent of one full semester, have a cumulative GPA of 85%, and demonstrates the four additional key elements for induction.
- NHS is open to students in grades 10 -12 who have attended the school for the equivalent of one full semester, have a cumulative GPA of 85%, and demonstrates the four additional key elements for induction.

### **4) Who is the final authority on chapter affairs such as selection, service projects, disciplinary action, etc.?**

On a day-to-day basis, the adviser is responsible for the operation of the chapter. If there is a question that must be resolved at the local school level, the principal will serve as arbiter.

### **5) What explanation is owed to nonselected students?**

Each chapter determines the appropriate method of notifying candidates who do not meet the chapter's standards for selection. The student can be sent a written note saying he or she was not selected and no further explanation is generally required. Students that are not selected for membership should be informed as to whom they can contact if they have any questions regarding the decision. There is no right to membership, it is a privilege bestowed upon a student by the faculty of the school. However, some may disagree with the decision of the chapter and need to have the selection procedure explained.

- 6) **Can deadlines be a reason for nonselection? (National Honor Society Handbook, page 34)**  
 Yes. When defined as a reflection of a student’s level of responsibility that is one aspect of character which is one of the four key elements considered in the selection process. Deadlines are a part of the real world as much as are standards of excellence. The Honor Societies are viewed by many as the most prestigious organizations for student recognition in the nation. Chapters must create reasonable policies that can be applied fairly and consistently in all circumstances to help maintain the reputation of the national organization. However, late submissions will be handled on a case by case basis to determine if the reason given is excusable.
- 7) **If a student was a member of NJHS, is that individual automatically eligible for NHS?**  
 No. NJHS and NHS are separate Honor Societies both at the local and national levels. Members of NJHS must be selected for membership in NHS in the same manner as all other candidates at the school.
- 8) **Do members have to pay annual dues?**  
 Yes, Article IV, Section 3 states—members may be asked to pay annual chapter dues to cover the costs of running the Junior/National Honor Societies. The constitution limits this amount to no more than \$20 per student, per year.
- 9) **Can membership in the Junior/National Honor Societies be transferred from school to school?**  
 Article VIII, Section 6, clearly indicates that a student’s membership transfers automatically when a member moves from one school to the next. Although, the constitution states that transfer members must be automatically accepted into the NJHS/NHS chapter of the new school, the transferee may be unable to meet the new chapter’s standards within one semester. **It is the obligation of the student member, when transferring to a new school to notify, in a timely fashion, the adviser of the new school’s chapter of his or her membership in the former chapter. Such proof can be in the form of a membership card, certificate, official designation on the school transcript, or independent verification sent from the former adviser to the adviser of the new school.**
- 10) **Can a member be dismissed from the Junior/National Honor Society?**  
 Article X, Section 2 states: 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 to correct the deficiency, **except in the case of a flagrant violation of school rules or civil laws a warning is not required, but a hearing will still be held.**

**COMMUNITY SERVICE DEADLINES**

**Please Note: Community service hours are due in Ms. Velez’ office, room 140, by 2:40 P.M. of the posted deadlines. These dates are firm!! If a student is having difficulties adhering to the deadlines, he or she should go speak to Ms. Velez as soon as possible. Do not wait until deadlines have come and gone to let us know you are having problems with your agency. Ms. Velez is willing to help you obtain proof of hours.**

Fall Semester Honor Society Applications	December 9, 2016
Spring Semester Honor Society Applications	March 24, 2017
Honor Society Service Hours for Induction:	May 5, 2017
Honor Society Ceremony:	May 11, 2017
Total hours required for Honor Society:	10 (in addition to the 40 required hours for high school students)

## COMMUNITY SERVICE CREDIT

Students will only receive a maximum of three hours IN TOTAL (NOT PER TEACHER) of community service for helping with: stapling, hanging posters, cleaning up classrooms or helping with bulletin boards

The additional seven hours needed for induction into the Honor Society **MUST** involve students volunteering to benefit their neighborhood or school in general.

Students **CAN NOT** do community service during class time. Community service can only be done during their lunch period or after school. Ms. Velez does have posting for community service opportunities offered in the areas, as well as throughout the city in the community service office located in room 140. Students can stop by and take flyers which contain information about the event, as well as contact information needed to sign up with the institution or agency.

**BABY SITTING CAN NOT BE ACCEPTED AS COMMUNITY SERVICE.**

Examples of acceptable community service to fulfill the remaining seven hours are:

- Helping with team sports, parent-teacher conferences, fundraisers, school offices (main office, guidance, dean or assistant principals) and organizing or delivering school supplies to teachers and offices.
- Volunteering at a hospital
- Tutoring (**MUST BE DONE IN A LEGITIMATE ORGANIZATION, SUCH AS P.S. 81 AFTERSCHOOL PROGRAM OR P.S. 24 Y CARE. WE WILL NOT ACCEPT TUTORING DONE IN A NEIGHBORS HOME.**)
- Volunteering at a library
- Volunteering at marathons (handing out water, etc)
- Feeding the poor at a homeless shelter
- Helping to sort out gifts for Toys for Tots (but that's usually during the holiday season)
- Singing and performing at an elderly home
- Volunteering at a church
- Beach Cleanup
- Reading or homework help with younger students at an after school center/program
- Cleaning up parks with Wave hill and other similar organizations