



# **Saint Augustine National Junior Honor Society Handbook**

## **I. Introduction and Chapter Organization**

Selection to the National Junior Honor Society is a privilege, not a right. Students do not apply for membership in the National Junior Honor Society; instead, they provide information to be used by the Faculty Council to support their candidacy for membership. Membership is granted only to those students who meet selection criteria. Along with academic performance, the selection process emphasizes character, leadership, citizenship and service.

## **II. Selection procedures:**

Eligible students will be invited for membership to the National Junior Honor Society. Forms must be submitted on time in order to be considered. No late submissions will be accepted.

### **Scholarship**

The scholarship requirement set by the National Junior Honor Society is based on the student's trimester grade point average (GPA) as computed by St. Augustine School and their conduct and effort grades.

- Candidates must have attended St. Augustine School the equivalent of one semester (minimum).
- Membership is open to qualified students in 7<sup>th</sup> and 8<sup>th</sup> grade. For first trimester 7<sup>th</sup> grade students, the 2nd and 3rd trimester of the previous year will be used to determine eligibility.
- Thereafter, membership is determined by the GPA and conduct of the previous three trimesters.
- A GPA of 3.5 or higher must be maintained
- No quotas or percentages of members per class can be established.
- St. Augustine guidelines are disclosed to students and parents.

## **Character**

A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship. A student of character:

- Lives the mission & philosophy of St. Augustine Catholic School
- 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 honesty and reliability.
- Demonstrates courtesy, concern, and respect for others.
- Follows instructions and rules.
- Is punctual and dedicated in all aspects of life.
- Has powers of concentration, self-discipline, and sustains attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating and showing unwillingness to profit by the mistakes of others.
- Never earns in-school suspensions, out-of-school suspensions.
- Earning a detention is subject to Faculty Council review and will be handled on a case by case basis.
- Interacts positively with peers.

## **Leadership**

The Faculty Council interprets leadership in terms of what the students have accomplished in school, extracurricular activities, or community organizations.

A student who exercises leadership:

- Is resourceful in problem solving.
- Demonstrates initiative in promoting school activities.
- Exercises positive influence with peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies a positive attitude.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds positions of responsibility.
- Demonstrates reliability and dependability.
- Provides a positive model for the student body.

- Is willing to uphold scholarship and maintain a loyal school attitude.

## **Citizenship**

A student that demonstrates citizenship understands the importance of civic involvement and demonstrates a regard for freedom and justice.

- Only earn O's and G's in conduct and effort grades. If no more than two S's are earned the student can still apply, and if selected, will be put on probation for one school year
- In-school and Out-of-school suspensions will be reviewed and a probation status or dismissal could occur
- Understands the importance of civic involvement.
- Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

## **Service**

Service is generally considered to be those actions undertaken by the students to assist others without any compensation.

A student who serves:

- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Accepts the responsibility to tutor peers in the St. Augustine community.
- Is selflessly willing to take on difficult 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 activities outside of school.
- Shows courtesy by assisting visitors, teachers, and students.

## **III. Chapter Activities, Duties and Responsibilities of the Members**

In order to remain an active member of the National Junior Honor Society you must:

### **Academics**

- Maintain a trimester GPA of 3.5 or higher.
- Only Os and Gs in conduct and effort grades in all classes on all report cards. If no more than two S's are earned in conduct and/or effort, the student can still apply, and if selected will be on probation for one school year.
- Generally maintains a clean disciplinary record. Suspension or disciplinary action may be grounds for dismissal or probation.

## Participation

In order for the group to thrive, all members must participate. You will be required to attend one meeting per month. You will be given dates in advance. If you are unable to attend, you must be excused by the adviser. We will be sponsoring and participating in a variety of community service projects. As a member, you are expected to attend and participate.

Any members who resign from the National Junior Honor Society will never again be eligible for membership or its benefits. Resignation from the Junior Honor Society should involve the submission of a written statement by the resigning member that is dated and signed by both the member and his/her parents.

## St. Augustine Catholic School Mission

A St. Augustine National Junior Honor Society member must demonstrate the Mission of St. Augustine Catholic School, which serves as a guidepost for the countless choices members are asked to make on a daily basis.

The St. Augustine Catholic School Mission is as follows:

“Saint Augustine Catholic School exists to provide students an opportunity to **encounter** Christ in a faith-filled school and **engage** in an academically excellent learning environment, while **empowering** every child to become a servant leader.” - SAS Mission Statement

## IV. Elections and Vacancies

Officers of the National Junior Honor Society consist of President, Vice President, Secretary, Treasurer, Parliamentarian, Historian, and Reporter. Officers of the St. Augustine National Junior Honor Society will be elected by the members at the beginning of the year. Officers will serve a one year term. Candidates must be in good standing for a minimum of one semester and attend a special meeting on election rules and procedures. Members must submit their name, position that they are running for, and an application to the adviser prior to the election meeting. At the election meeting, each candidate will present his/her speech. St. Augustine National Junior Honor Society members will vote for one member from the ballot for each position. Ties will be handled with a run-off vote. All election procedures will be conducted with an emphasis on fairness. Midterm vacancies will be filled by the assignment of a member to that position by the Adviser and the Faculty Council. New officers will be installed in a special ceremony at the chapter induction ceremony.

## **V. Discipline and Dismissal**

### **Discipline**

Members who fall below the academic standards which were the basis for their selection shall be promptly warned in writing by the Adviser. There will be a five-week probationary period to correct the deficiency. If the member does not make the improvement in the five-week probationary period, that member is subject to a dismissal hearing before the Faculty Council.

An exception is flagrant violation of school rules or civil laws. In such a case, a member will not be warned or assigned probation prior to dismissal.

### **Dismissal**

Members should fully understand that they are subject to dismissal if they do not maintain the standards of Scholarship, Leadership, Service, Citizenship, and Character that are the basis for their selection. An exception is flagrant violation of school rules or civil laws.

A member is never automatically dismissed for failing to maintain standards. The Faculty Council will investigate thoroughly before any action is taken. Members will be notified in writing if dismissal proceedings will be conducted by the Faculty Council. At that time the member may choose to resign or obtain a dismissal hearing date from the advisor. At all Faculty Council dismissal hearings a parent/guardian may be present with the member.

However, only the member is allowed to verbally communicate his/her case to the Faculty Council. A majority vote of the Faculty Council is required for dismissal. If a member is dismissed, written notice of the decision will be sent to the member, his/her parents, and the principal. The member must then surrender any National Junior Honor Society materials bestowed upon him/her during his/her membership. A member who has been dismissed may appeal the decision of the Faculty Council to the St. Augustine Administration.

The National Council and the NASSP shall hear no appeals in dismissal cases.