



# National Honor Society Handbook

2017 - 2018

HONORING GOD THROUGH EXCELLENCE

Concordia  
ACADEMY Roseville

2400 North Dale Street Roseville, Minnesota 55113

Phone 651 484 8429 Fax 651 484 0594

[www.concordiaacademy.com](http://www.concordiaacademy.com)

# Bylaws

## Article I: Name and Purpose

**Section 1:** The name of this chapter shall be *Concordia Academy Chapter of the National Honors Society of Secondary Schools*.

**Section 2:** The objective of this chapter shall be to foster enthusiasm for scholarship, to encourage positive leadership and responsible citizenship in service to school and community.

## Article II: Membership

**Section 1:** Membership in this chapter will be referred to as active and graduate. Active members become graduate members upon graduation of high school. Graduate members have no vote.

**Section 2:** Membership into this chapter shall be based on Scholarship, Service, Leadership, and Character.

**Section 3:** To be eligible for election into this chapter, the candidate must have been in attendance for a period of one semester at Concordia Academy. Students who are active members in their previous schools' chapter can transfer membership to Concordia Academy.

**Section 4:** Candidates for election into this chapter can be members of the sophomore, junior, or senior class. Candidates eligible for this must have the required GPA. The scholastic level of eligibility is fixed and will be required as the minimum scholarship level of achievement for candidacy into this program.

## Article III: Election of Members

**Section 1:** The final election of members into this chapter shall be by faculty council consisting of five staff members at Concordia Academy. The chapter advisor is an ex-officio member of this council.

**Section 2:** Prior to the final election, the following shall occur:

1. Students' academic records shall be reviewed to determine eligibility.
2. Students who are eligible will be notified and asked to fill out a membership form. Failure to return the form by the assigned date drops the candidate from further processing.
3. The entire school faculty shall be requested to comment on each candidates' leadership, character, and service with the council making its final decision.

**Section 3:** The election of active members shall be held once a year in October.

#### **Article IV: Dismissal**

**Section 1:** The faculty council in compliance with the rules and regulations of National Honor Society shall determine the procedures for dismissal. A written procedure is listed in the appendix.

**Section 2:** Members who fall below the standard will be notified in writing and given reasonable amount of time to correct the deficiency. In the cases of flagrant violation of school or civil rules, a member does not have to be warned in writing.

**Section 3:** The faculty council shall determine an appropriate number of warnings.

**Section 4:** In all cases of impending dismissal, a member has the right to be heard before the faculty council.

**Section 5:** A member who has been dismissed may appeal this decision to the principal of the school.

**Section 6:** The National Council and the NASSP shall hear no appeals.

**Section 7:** Dismissal or violation of ethics of National Honors Society can include, but are not limited to:

1. Lack of academic integrity: cheating in the forms of copying/stealing work, plagiarism, excessive absences.
2. Destructive behavior: destruction of school or community property, use of alcohol or drugs at school or in the community.

3. Offenders of school conduct: dress code, use of profanity, unexcused absences, disrespect to other or staff.

## **Article VI: Activities and Membership Obligations**

**Section 1:** The chapter shall complete one or more service opportunities each year.

**Section 2:** All members shall fully and enthusiastically promote and participate in these projects.

**Section 3:** These projects shall have the following characteristics: fulfill a need within the school or community, have the support of administration and faculty, be appropriate and educationally defensible, and be well-planned, executed, and organized.

**Section 4:** Each member shall have the duty to choose and participate in an individual service project. This service project must be approved by the chapter advisor and/or faculty advisor.

**Section 5:** The chapter and individual members will publicize its projects in positive ways.

## **Article V: Meetings**

**Section 1:** Chapters will hold meetings throughout the year. Members are **required** to attend. Members who have missed a meeting have three days to appeal the excuse to one of the council before a written warning may commence.

## **Article VI: Dues**

**Section 1:** No dues shall be required of active members.

## **Appendix A**

### **Dismissal Process**

1. Academic warnings, suspensions and dismissals are listed in the bylaws.
2. Members who fall below the standards of eligibility or conduct shall receive a written warning and receiving reasonable time to correct the deficiency.
3. The Concordia Academy National Honor Society maintains high expectation for its members. Immediate dismissal can occur for flagrant behavior.
4. The Faculty Council shall determine when a member has exceeded reasonable time or amount of warnings.
5. In all cases of impending dismissal, the member has a right to a hearing.
  - a. The student has five days from knowledge of dismissal to request a hearing before the faculty council, faculty advisor and principal. The member must provide written desire for hearing to the faculty advisor.
  - b. Dismissal results in a member completing a restorative consequence for re-eligibility or may result in permanent dismissal from the chapter.

Concordia Academy National Honor Society Warning Letter

To:

From: Kelly Mack, NHS Advisor

To: NHS Member

Induction into NHS is based on scholarship, character, service, and leadership. Once selected, members agree to continue to demonstrate these qualities by maintaining the required GPA, attending meetings, and participating in the required service and leadership opportunities.

Based on our records, your membership in NHS is threatened due to one of the following areas:

- \_\_\_\_\_ Poor deportment (character)
- \_\_\_\_\_ GPA dropped below required average
- \_\_\_\_\_ Insufficient service
- \_\_\_\_\_ Poor attendance at NHS meetings

As a result, you have been placed on a probationary status until \_\_\_\_\_, which gives you adequate time to address the deficiencies above. At the end of this time, you are required to schedule a meeting with a NHS staff leader to show evidence of your improvement. At this time, there will be a recommendation for your future status in NHS.

*Sincerely,*

*Concordia Academy NHS Faculty Council*



**Group Service Project Forms**





## **National Honor Society**

### Steps for Group Chapter Service Project



#### **1. Select a cause**

Select a type of cause you would like to support.  
Think about your skills and expertise.  
Ideas are attached.

#### **2. Communicate your interests**

Within meetings or outside of meetings, discuss with one another a project you desire to complete as a group, keeping in mind the feasibility of completing the project within designated deadlines.

Discuss with Group Chapter staff leaders (Mrs. Mack and Mrs. Voss) any questions you may have.

***Vote on Group Project at chapter meeting and gain final approval from NHS Staff Leaders***

#### **3. Consider the project length**

Group projects are best completed when done in a short time frame (ex. One day or one week) with organized leadership or subcommittees.  
Must be completed by April 3<sup>rd</sup>, 2018

#### **4. Begin projects**

Document progress

***Submit Completion Form (attached)***



### *Group Chapter Ideas*

- Staff appreciation week (adopt the CA staff with notes and treats for one week)
- Pennies for Patients
- Toys for Tots
- Food Drive
- Spring Cleaning Day (organize a one day spring clean up at CA)
- Operation Shoebox
- Christmas Tree Angels
- Coat Drive
- Blood Drive
- Adopt the recycling bins at CA
- Adopt the Prayer Garden
- Canned Food Sculpture Contest
- Toy Drive for Gillette's Children's Hospital
- Grocery Bag Class Competition
- Baby Food Drive
- Buckle Up for Safety
- Vision for Life supplies drive
- Winter-grams to support a cause
- Snow Sculpture contest to support a cause
- Senior Trunk Raffle
- Lifesaver Day
- Faculty Breakfast
- Freshmen Appreciation Day or Week
- Custodian Appreciation Week
- Other

## Individual Service Project Forms



## **National Honor Society**

### Steps for Individual Service Hours



#### **1. Select a cause**

Select a type of cause you would like to support  
Think about your skills and expertise  
Ideas are attached

#### **2. Communicate your interests**

Contact the organization that aligns with your interests  
Ask them about different volunteer opportunities

***Fill out Proposal Form (attached) and submit to Concordia Academy NHS team***

*\*note—plan must be approved before begin project*

#### **3. Consider the project length**

Individual Service Projects must be at least 10 hours  
Must be completed by April 3, 2018

#### **4. Begin projects**

Document progress

***Submit Completion Form (attached)***

**National Honor Society**

*Proposal Form: (submit to staff listed below)*

Deadline January 8, 2017



Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Date: \_\_\_\_\_

**Volunteer Organization:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone

# \_\_\_\_\_

Plan Outline:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Estimated date of completion: \_\_\_\_\_

Plan Approval: \_\_\_\_\_

Colleen Inwards/Diane Bisping

Date: \_\_\_\_\_



## **Cause-Related Organizations**

### Concordia Academy

- Cross Walk Sign—gather information and petition for a blinking walking sign to assist walkers from Concordia Academy to King Of Kings.
- Church Ministries
- Office Aide—assist in greeting guests and complete managerial tasks to support the front office.
- Academic tutor—set up time to tutor individual students.
- Adopt a Cause—create student awareness to a cause such as homelessness.
- Teen Challenge
- Salvation Army
- Fundraising—raise money for a cause.
- Benchmark Bash—create study skill posters to be displayed before finals that remind students how to best prepare.
- Organizational Aide—assist in specific Concordia building areas (clearing storage etc.).
- Recycling Steward—be willing to empty recycling bins twice a week.
- Football field clean up or spring clean up (weeding gardens etc.).
- Lead a food shelf collection prior to Thanksgiving holiday.
- Other Schools

### Animals

- [The American Society for the Prevention of Cruelty to Animals](#) has an ambassadors program that provides opportunities for students and schools to plan events in support of animals.
- [Free The Children](#) was started by students to focus on their desire to help young people reach their full potential and create sustainable solutions for communities overseas. You can select to donate funds (as little as \$50) to provide an animal to families in need.
- [Heifer International](#) has become a popular gift-giving alternative for many students. The site also includes information on how to reach out internationally to provide assistance.
- [The National Wildlife Federation](#) offers the opportunity to "adopt" (sponsor) a wild animal for support.

### Conflict Resolution & Bullying

- [The Association for Conflict Resolution](#) offers a wide variety of classroom tools and other mediation resources, including several yearly events.



- [The Bureau for At-Risk Youth](#) provides character education materials, specializing in bullying prevention, behavior management, and teen relationships.
- [Creative Response to Conflict](#) emphasizes communication in its theme-based approach to helping students and educators perform conflict resolution and resolve bullying problems.
- [The Peace Education Foundation](#) offers a variety of paid print and digital publications comprising a robust conflict resolution curriculum.

#### Disaster Relief

- [The American Red Cross](#) accepts student volunteers to assist at blood drives and other events, providing an excellent opportunity for meaningful community service.
- [The Federal Emergency Management Agency](#) offers resources for before, during, and after disasters of all varieties.
- [The National Relief Network](#) includes a trip organizer and other resources to make volunteering for disaster relief as accessible as possible.

#### Environment

- [The Alliance for Community Trees](#) represents an alliance of community nonprofit forestry organizations dedicated to improving urban environments.
- [Earth Force](#) empowers youth to make positive environmental change in their neighborhoods and then champions their accomplishments.
- [Earthwatch](#) is an international organization that sponsors environmental education initiatives and offers travel opportunities for field research for enthusiastic students and teachers.
- [Global ReLeaf](#), a program of American Forests, offers yearly grants for tree-planting projects around the world. Students can search for local projects to participate in, or apply to start their own.
- [The GLOBE Program](#) offers a hands-on environmental science and education program that joins students, educators, and scientists from around the world in studying the global environment.
- [The National Wildlife Federation](#) aims to educate, inspire, and assist individuals and organizations of diverse cultures to conserve wildlife and other natural resources and protect the earth's environment.

#### Health & Student Safety

- [The American Cancer Society](#) provides many excellent volunteer opportunities for young people, including administrative tasks, fundraising, relay for life teams, transportation assistance, and more.
- [The American Red Cross](#) accepts student volunteers to assist at blood drives and other events, providing an excellent opportunity for meaningful community service.
- [The Campaign for Tobacco-Free Kids](#) aims to protect America's children from tobacco addiction and stop tobacco companies' youth-targeted marketing. Their "Kick Butts" day occurs every spring.
- [Students Against Destructive Decisions](#) promotes teen empowerment and uses peer influence to spread the message of positive decision-making and prevent underage drinking, impaired driving, other drug use, violence and suicide.

#### Social Issues

- [Best Buddies](#) pairs high school students in one-to-one friendships with students with disabilities.
- [Child Lures Protection](#) educates teens to keep them safe from sexual abuse and abduction.
- [Habitat for Humanity](#) offers volunteering opportunities related to their mission of providing adequate housing for people across the world and raising global awareness of housing issues.
- [National Coalition for the Homeless](#) encourages students to commit to ending homelessness through public education, policy advocacy, grassroots organizing, and technical assistance.
- [Student Pledge Against Gun Violence](#) honors the role that young people, through their own decisions, can play in reducing gun violence, culminating in a national Day of Concern.
- [Teens, Crime and the Community](#) aims to help students understand the impact of crime on families and communities, and involves them in action-oriented crime prevention projects.

#### Violence Prevention

- [The National Coalition Against Domestic Violence](#) offers safety plans, financial education, cosmetic surgery, and other resources to victims of domestic violence. Includes a plan for running an expense-free phone drive on behalf of the organization.

- [\*\*The National Council on Child Abuse & Family Violence\*\*](#) brings together community and national stakeholders, volunteers and professionals to prevent intergenerational family violence.
- [\*\*Students Against Violence Everywhere\*\*](#) (SAVE) taps the potential of student members to create safer communities. Students and advisers can start their own SAVE chapters to bring the program to your school.