



Sturgeon Bay High School National Honor Society

Procedures for Selection, Discipline, and Dismissal

Eligibility for membership in the National Honor Society is based on scholarship, leadership, service, and character. The procedures for selection used by Sturgeon Bay High School are aligned with the procedures set out by the National Association of Secondary School Principals, the organization that governs the National Honor Society.

A committee of five teachers, referred to as the Faculty Council, is given the authority of selecting candidates for membership. The adviser, functioning as the student advocate, provides all necessary information regarding each candidate and then facilitates the meeting where this information is reviewed.

Determination of Eligible Candidates

To be eligible for candidacy, a student must be at least a second-semester sophomore and have a cumulative grade point average (GPA) of 3.667 or above. A cumulative GPA of at least 3.667 satisfies the scholarship component of candidacy in the Sturgeon Bay High School chapter. The adviser will obtain a list of current GPAs after the first semester of the school year.

Students who have earned a cumulative GPA of 3.667 or better will be notified of eligibility. A copy of this document – Procedures for Selection, Discipline, and Dismissal – will accompany the student letter. (This document is also printed in the Student / Parent Handbook, a copy of which is provided to every student on the first day of school each year.)

Completion of the Student Activity Information Form

As part of the notification process, students will be instructed to complete a Student Activity Information Form (SAIF). This form is the document whereby students supply the necessary leadership and service information used in the selection process. This form is not an application for membership, and no student is selected for membership simply by completing the form.

The SAIF is available electronically on the school website. Each student should save as a word document (not a google doc.), complete his/her form electronically, print a completed copy of the form, and return the printout to the chapter adviser. Please use a paperclip. Do not staple. A parent/guardian signature is required.

A deadline will be set for returning the completed SAIF. Students who choose not to return a completed form or return the form after the deadline will no longer be considered for membership during the current school year.

Review of Character

The adviser will consult with the principal regarding any concerns of character for those candidates who have submitted completed SAIFs. Examples of concerns of character include but are not limited to violations as described in the Sturgeon Bay High School Student / Parent Handbook, the Sturgeon Bay High School Code of Classroom Conduct, and the Sturgeon Bay High School Co-Curricular Code of Conduct. The code documents are printed in the Student / Parent Handbook. Information provided by the principal will be used by the Faculty Senate in their determination of a student's candidacy.

Review of Leadership and Service

The Faculty Council will set minimum standards for leadership and service. The adviser will provide for the Faculty Council copies of the completed SAIF for each candidate. The Faculty Council will review each candidate's leadership and service components. Those candidates who meet or exceed the minimum standards for leadership and service will be selected for membership.

Students will be notified of their selection or non-selection for membership.

Appeals Process

This process applies only to seniors as non-selected underclassmen may have additional opportunities for selection.

Any senior who submitted a SAIF but who was not selected for membership may choose to appeal the Faculty Senate's decision using the process outlined below:

- Within five school days of the date of the non-selection letter, the candidate must:
 - Initiate a meeting with the adviser regarding the Faculty Council's feedback/concerns regarding the candidate's SAIF.
 - Submit a typed letter to the adviser, written to the Faculty Council, addressing the concerns of the Faculty Council. Concerns should be explained as specifically as possible.

- Within five school days of receipt of the candidate's letter of appeal, the adviser will:
 - Initiate a Faculty Council meeting
 - Provide copies of the candidate's letter to the Faculty Council
 - Personally hand a decision letter from the Faculty Council to the candidate and mail a copy to the candidate's home address.

All decisions from the Faculty Council's appeals meeting shall be considered final.

Induction Ceremony

A candidate cannot become an actual member of the National Honor Society without participating in the induction ceremony. The details of the ceremony will be communicated to the selected candidates and their parents/guardians.

Maintenance of High Standards

Current members of the National Honor Society are instructed during the ceremony to uphold the ideals of the Society. National Honor Society members should understand that they are subject to discipline and/or dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. Described below is the procedure that is followed in disciplining members of and dismissing members from the Sturgeon Bay High School chapter of the National Honor Society.

The chapter adviser periodically reviews the standing of members for compliance with Society standards. Examples of this include a cumulative grade point average below 3.667 or violations as described in the Sturgeon Bay High School Student / Parent Handbook, the Sturgeon Bay High School Code of Classroom Conduct, and the Sturgeon Bay High School Co-Curricular Code of Conduct. The Faculty Council is called together to review situations in which a current member is in jeopardy of dismissal from the Society. When a member falls below the standards, the adviser will initiate the appropriate process outlined below:

1. 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.
2. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.
3. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council.
4. For purposes of dismissal, a majority vote of the Faculty Council is required.
5. 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.
6. The National Association of Secondary School Principals shall hear no appeals in dismissal cases.

Dismissal from the Society is a reality and not a threat. Once a student is dismissed, he/she is never again eligible for membership in or benefits of the Society.