

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

NATIONAL HONOR SOCIETY

The National Honor Society functions as a mark of excellence to indicate those students (juniors and seniors) who are outstanding in scholarship, character, leadership and service both to school and community. As a group, National Honor Society promotes these qualities. In addition to the honor bestowed by membership, there are also additional responsibilities that each member must agree to accept.

Screening/Selection Process

Membership in the National Honor Society is based upon scholarship, service, leadership and character. In order to be considered, candidates must have a minimum cumulative grade point average of 3.75 based on their grades beginning in freshman year. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All juniors and seniors who have attained the required standard of scholarship may be admitted to candidacy for election to membership. Their eligibility shall then be considered on service, leadership and character.

Candidates will be required to: 1) Attend a scheduled informational meeting to learn about the responsibilities of membership in the National Honor Society and obtain specific deadlines regarding the selection process; 2) Provide information regarding their co-curricular and extracurricular activities; 3) Provide information regarding their intention if selected as a member; 4) Sign a contract regarding National Honor Society requirements.

Ranking of Students

Candidates will be ranked in the areas of service, leadership and character as follows:

1. Ranking will be done primarily by those staff members who taught the students in a prescribed course, or function as an advisor or coach to the student in one of the recognized athletic or activity programs of the school.
2. Additionally, each candidate will have the opportunity of using community service. Ranking for community service shall have equal weight to school rankings.
3. Each candidate shall be graded: 1, 2, 3 or 4 according to the following scale:
 - “4” indicated that the student is outstanding in the qualities desired and highly worthy of membership.
 - “3” indicates that the student is above average in the qualities desired and worthy of consideration.
 - “2” indicates that the student is average in the qualities desired and worthy of consideration.
 - “1” indicates that the student is weak in the qualities desired but worthy of consideration.

Criteria to be used in making evaluative rankings:

“GPA” - A minimum 3.75 GPA is required which is cumulative from the student’s first semester in the ninth grade through the student’s first semester in the eleventh grade or twelfth grade for spring nominees. For seniors, a GPA of 3.75 is required through the student’s second semester in the eleventh grade for fall nominees.

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ADMINISTRATIVE REGULATION: NATIONAL HONOR SOCIETY

5126.1 -2-

“Service” -- In the routine of daily work, many opportunities arise for help to others. Willingness to work without monetary compensation or without recognition for the benefit of those in need is the quality sought in our members. The candidate must be committed to the idea of volunteering time and ability. There must be willingness on the part of the candidate to render service to others in school class, in an activity, and in the community.

“Leadership” -- In taking the initiative in class and school activities, the real leader strives to train and aid others to attain positive goals. A leader has self-confidence and will go forward when others hesitate. A leader is willing to sacrifice his or her own time and personal interests for the interests of others; therefore, he or she often successfully holds school offices or positions of responsibility. A leader promotes school and community activities and exemplifies positive qualities and attitudes.

“Character” -- This attribute truly distinguishes one person from others and is achieved and not received. It is the product of constant action and daily striving to make the right choice. A person with true character demonstrates the qualities of reliability, responsibility, honesty, integrity, sincerity and courtesy. In school; he or she cooperates willingly with school regulations concerning attendance, property, books and behavior.

“Activities” - The activities can be school or non-school related and can include - but are not limited to - clubs, sports, work experience, marching band, madrigals, synagogue and church groups, and boy or girl scout organizations.

Candidate Selection Procedure

1. The Faculty Selection Committee is appointed by the high school principal and is comprised of seven (7) voting members -- one (1) guidance counselor and six (6) teachers and the non-voting NHS faculty advisor.
2. Each candidate will be judged on five categories and be given a point value for each.
3. Activities - 20% 4 if acceptable; 1 if not
Service - 20% 4 if acceptable; 1 if not
Leadership - 20% 4 if acceptable; 1 if not
GPA - 20% 3.75 min added in
Character - 20% 4 high, 1 low
All added together and divided - this average is the last 20%
- 4 .A minimum overall score of 3.75 must be attained by the candidate in order to be recommended by the Faculty Selection Committee.
5. Example of a tabulation:
Activities - 4 12 + 4.25 = 16.25 + 3.85 = 20.10
Service - 4 20.10 divided by 5 = 4.02% - student is accepted
Leadership - 4
GPA - 4.25
Character average 3.85

National Honor Society application process

1. The counseling center will forward to the National Honor Society advisor the names of juniors and seniors who have a minimum 3.75 GPA. It will be the counselors' responsibility to re-calculate the GPA's of students between 3.50 and 3.75.
2. In homeroom, eligible students will receive an activity information form and a letter explaining the

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process. Each student will need:

- 1 leadership activity
- 1 service activity
- 3 other activities

The advisor/sponsor of each activity will sign the form to verify active participation by the student.

3. The advisor will then do a character reference check with the assistant principal and the attendance officer for infractions and discipline problems.
4. The Faculty Selection Committee will then convene to discuss each eligible student.
5. If the eligible student meets the required criteria, that student will gain admission to the National Honor Society.

Appeal Procedure

The student who wishes to file an appeal must submit within 10 school days of the selection decision submit to the Faculty Selection Committee a written statement with specific reasons for the committee to consider in deciding the appeal. The student may or may not be asked to appear before the committee. After considering the appeal a two-thirds majority vote by the committee is necessary for membership selection. The student may file a written appeal of the faculty selection committee's decision to the high school principal within 10 school days of the final Faculty Selection Committee's decision. The student may also file a written appeal of the principal's decision to the Chief School Administrator within 10 school days of the principal's decision. The decision of the Chief School Administrator is final.

This Regulation placed in effect
January 26, 1998
Emalene F. Renna, Ed.D.
Chief School Administrator