

National Honor Society Student Handbook

Pennwood Cyber Charter School

National Honor Society Pennsylvania



2024 - 2025

National Honor Society Student Handbook

Pennwood Cyber Charter School Chapter York, Pennsylvania

This student handbook is designed to serve as a guide to the responsibilities and expectations that accompany the privilege of being a member of the National Honor Society. Please review the contents of this handbook to be informed, organized, and fully aware of your role within the Pennwood Cyber Charter School Chapter of the National Honor Society and the obligations of your membership.

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Welcome

Congratulations!

You have been selected to become a member of a prestigious and elite group of students from across the country. In 1921, the National Honor Society was founded to recognize and develop achievement in scholarship, leadership, character, and service. It is a privilege to work with a group of students who strive to make a positive difference in their school and community. You are an individual who recognizes the opportunities, risks, and rewards in the world around you.

Membership in the National Honor Society is recognized by students, teachers, parents, communities, colleges, and universities as an indicator of a student's dedication to making a positive difference for individuals and their community. National Honor Society members are committed to the pursuit of exemplary scholarship, leadership, character, and service.

Read through the Student Handbook carefully as it contains details and procedures related to the expectations that members need to fulfill to maintain an active status in the organization and the privileges it confers. After reading through this handbook, please reach out to your advisor with any questions or concerns you may have.

Sincerely,

Mrs. Jennifer Sayers
Faculty Advisor, National Honor Society

Member Expectations

Meetings

The National Honor Society has monthly meetings in which we come together as a group to conduct important discussions, plan service opportunities and events, and receive important information from officers and the faculty advisor. The attendance policy is designed to accommodate the fact that there will be times that you are unable to attend a meeting for whatever reason. It is your responsibility to meet the expectations listed below.

Meeting Attendance Expectations:

- Monthly meetings on the second Wednesday of each month at 3:00pm in Mrs. Sayer's Classroom (Pearson Online Classroom).
- Attendance at a minimum of 7 of the 10 total monthly meetings held during the school year.

Service

Each local chapter of the National Honor Society is mandated to select a service project in which all members participate. In accordance with the national constitution (Article XIV), this project shall fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed. In addition to the group service project, each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests.

Service Expectations:

- Completion of 10 or more hours of service by _____.
- Documentation of service submitted to Pennwood's Advisor by _____.

Service, Character, Leadership, Scholarship

All National Honor Society members are expected to maintain the standards by which they were selected. The benchmarks for these standards were described and verified on the Eligibility for Selection Form submitted with your application. A copy of this form is included on the next page for your reference.

NATIONAL HONOR SOCIETY ELIGIBILITY FOR SELECTION

Student eligibility is based on her or his record of scholarship, leadership, character, and service at Lakeside Christian School and in the communities served by Lakeside Christian School.

Scholarship

Students will have a 3.0 cumulative grade point average by the time of induction, and retain that grade point average during membership. Students must have been in attendance at Lakeside Christian School for at least one semester.

Leadership and Character

Examples of leadership include (but are not limited to):

- leadership in the classroom
- leadership in promoting school activities
- successfully holding positions of responsibility
- exemplifying positive qualities and attitudes
- exerting a positive influence which directly affects others

Examples of positive character/citizenship qualities include (but are not limited to):

- meeting individual responsibilities and obligations to school and teachers promptly
- demonstrating highest standards and positive attitude toward honesty and reliability
- demonstrating desirable qualities of friendliness, and age-appropriate maturity
- demonstrating cooperation by complying with school and civic regulations

Examples of behaviors which render a student ineligible for selection include (but are not limited to):

- plagiarism or cheating
- theft at school or in the community
- participation in any illegal activities such as drug use and underage drinking

Service

Students will be actively involved. Active involvement is characterized by:

- Student Activities: participation and attendance at school activities, events, and fundraisers
- AND Community Service Projects: 10 or more hours of unpaid, uncompensated service to the school or community.

Consequences

You must be informed and aware of your obligations and responsibilities as a member of the National Honor Society. You are expected to maintain the specific standards by which you were selected. If you fall below these benchmarks or fail to meet specified expectations, your membership will be subject to disciplinary action up to referral to the Faculty Council for consideration of membership dismissal.

The following disciplinary actions for specific behaviors are intended to serve as a guideline only. This is only a partial list of behaviors subject to discipline. Consequences will be determined on a case-by-case basis.

Behavior & Potential Consequence

Discipline Referral: Member meets with faculty advisor to develop a plan to remediate the behavior through appropriate service, research, or outside programming.

Cumulative GPA falls below 3.0: Member meets with faculty advisor to develop a plan for improvement. A goal is set for the end of the current grading period.

Inadequate meeting attendance: The member will receive a warning via email before being required to contribute 1 additional hour of service to the Pennwood Cyber Charter School Chapter of NHS for each meeting missed beyond the maximum allowed. These hours will not count towards the ten hours needed for continued membership.

Failure to meet service deadlines: The Member will lose the right to receive and wear the gold honor cord at graduation.

Failure to fulfill disciplinary consequences: Member referred to Faculty Council for dismissal.

Flagrant violation of school or civic rules: Member referred to Faculty Council for dismissal.

Cheating: Member referred to Faculty Council for dismissal.

Possession or use of alcohol or drugs: Member referred to Faculty Council for dismissal.

Please review the following documents for Disciplinary and Dismissal Procedure:

Pennwood Cyber Charter School National Honor Society Discipline and Dismissal Procedure Bylaws of the Pennwood Cyber Charter School Chapter of the National Honor Society

Discipline and Dismissal Procedures

Discipline

It is the responsibility of the chapter advisor to periodically review the standing of members for compliance with Society standards. When a member falls below the standards by which the member was selected, the advisor should inform the errant member in writing of the nature of the violation, the time period given for improvement, and provide a warning of possible consequences for failure to improve. The advisor will also meet personally with the member to discuss the situation and develop a plan for improvement.

Discipline measures other than dismissal from the NHS are the purview of the chapter advisor. The goal of disciplinary measures should be to reeducate the student to more appropriate behavior.

(National Honor Society Constitution, Article VI, section 3)

(National Honor Society Handbook 15th edition, page 58)

Dismissal

Members who fall below the standards which were the basis for their selection shall be warned in writing by the chapter advisor 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, in which case a member does not necessarily have to be warned.

The Faculty Council will determine the dismissal of a member after providing written notice to a member and conducting a pre-dismissal hearing. The presence of five members of the Faculty Council constitutes a quorum. A simple majority vote of the Faculty Council is necessary to dismiss a member.

Procedures

Notification

- A member will receive a written notice from the chapter advisor of the violation of the chapter standards, the possibility of dismissal, and the scheduling of the pre-dismissal hearing.

Pre-Dismissal Hearing

- NHS Members are encouraged to attend the hearing, but attendance is not mandatory. Parent(s)/guardian(s) of the member may be present with the member. However, it should be noted that the primary focus of the hearing is to allow the member to present his or her case.

Discipline and Dismissal Procedures (continued)

Pre-Dismissal Hearing (Continued)

- Members are encouraged to present information and explain their behavior verbally or in writing during the hearing. Members who are not present may submit written information for consideration by the Faculty Council during the hearing.
- The rules for the hearing will be designed to facilitate consideration of the facts and the rules of evidence will serve as guidelines, but not be strictly enforced.
- After the Faculty Council collects information from the parties at the hearing, individuals who are not members of the Faculty Council will leave the room. The Faculty Council will determine the appropriate disciplinary action for the member, up to and including dismissal from the chapter, by a majority vote.
- Members, parent(s)/guardian(s) and the principal will be informed in writing of the decision of the Faculty Council. As a common courtesy, the chapter advisor is expected to verbally inform the member or their parent(s)/guardian(s) of the Faculty Council's decision verbally prior to receiving the written notice.
- Members who have been dismissed from the National Honor Society must surrender their NHS emblem and membership card to the chapter advisor. Failure to do so will be treated as a school discipline issue.
- Members who have been dismissed from the National Honor Society will never again be eligible for membership status or benefits.

Contacts

Chapter Advisor:

Mrs. Jennifer Sayers

jensayers@pennwood.connectionsacademy.org

(410) 692-8646

Pennwood Cyber Charter School Principal

Mr. Michael Micco

micmicco@pennwood.connectionsacademy.org

(717) 219-4201

[National Honor Society Website](#)

**Pennwood Cyber Charter School
NHS * York, Pennsylvania**

Chapter Bylaws
of the
Pennwood Cyber Charter School Chapter
of the
National Honor Society
Adopted: March 14, 2025

ARTICLE I: NAME

The name of this chapter shall be the Pennwood Chapter of the National Honor Society of Pennwood Cyber Charter School .

ARTICLE II: PURPOSE

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Pennwood Cyber Charter School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association, Pennsylvania Association of Student Councils and Honor Societies, by paying annual dues and participating in state functions when possible.

Section 3. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal. [For reference, see Article V, Section 1 of the National Constitution.]

Section 5: Nondiscrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, gender identity, sexual orientation and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Section 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. **Candidates eligible for selection to this chapter must be members of the junior or senior class.**
- a. **To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Pennwood Cyber Charter School.**
- b. **Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.0 on a 4.0 scale.**
- c. **Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.**

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2. The selection of active members shall be held once a year during the second semester of the school year.

Section 3. Prior to the final selection, the following shall occur:

- a. **Students' academic records shall be reviewed to determine scholastic eligibility.**
- b. **All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.**
- c. **The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.**
- d. **The faculty council shall review the candidate information forms, faculty input, application essays, and other relevant information to determine those who fully meet the selection criteria for membership.**

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS.

Section 1. Annual dues for this chapter shall be \$0.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 4. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords at graduation.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, and treasurer.

Section 2. Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4. It shall be the duty of the president to preside at the meetings of the chapter and serve as the official representative of the chapter at school and community functions.

Section 5. The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8. Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with approval of the adviser.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. Members are expected to attend all chapter meetings.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year.

Section 2. All members shall regularly 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 the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5. The chapter shall publicize and promote its projects in a positive manner.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Pennwood Cyber Charter chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected - 3.0, he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6. In all cases of pending dismissal:

- a. The member will receive written notification from the adviser/faculty council indicating the reason for consideration of dismissal.**
- b. The member has the right to respond to the charge(s) against him/her at a hearing before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.**
- c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.**

- d. The faculty council’s decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.**
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.**

Section 7. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a $\frac{2}{3}$ vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles IV, V, and X, which are developed by the faculty council with the approval of the principal.

Approved on March 19, 2025

Signatures

Michael Micco, Principal
Jennifer Sayers, Advisor

[National Honor Society Constitution: Updated, May 2, 2024](#)

Eligibility Commitment

Please read through these commitments and sign if you agree to meet them. This agreement is required prior to induction into the National Honor Society.

REQUIREMENTS FOR NHS ACTIVE STATUS AND RECOGNITION AT GRADUATION

Standards: I realize that as a National Honor Society member I will be expected to uphold the standards of exemplary scholarship, leadership, service, and character by which I was selected for membership in the National Honor Society. I recognize that these elements are essential to maintaining an active membership in the National Honor Society. I understand that if I fail to uphold these standards, my membership will be subject to disciplinary action, up to and including dismissal.

Service: I recognize that one component of membership in the National Honor Society is providing service to my school and community. Meeting the service requirement and submitting documentation by the deadline below are required to maintain active status in National Honor Society and recognition at graduation. The service requirements are:

- Completion of 10 hours of service by _____.
- Documentation of service submitted by _____.

Meeting Attendance:

- Monthly meetings at lunch in Mrs. Sayers' classroom.
- Attendance at a minimum of seven (7) of the monthly meetings.

Name _____

| | |
|---|-------|
| Accept Membership in NHS | |
| I have read through the requirements for active status in the National Honor Society. I am willing to make a serious commitment of time and energy in order to be a productive and positive member. | |
| Student Signature: | Date: |
| Parent/Guardian Signature: | Date: |
| Decline Membership in NHS | |
| I choose not to pursue NHS membership at this time. | |
| Student Signature: | Date: |
| Parent/Guardian Signature: | Date: |

National Honor Society Pledge

I pledge to uphold the high
purpose of the National Honor Society
to which I have been selected;

I will be true to the principles for which it stands;

I will be loyal to my school,
and will maintain and encourage
high standards of scholarship,
leadership, service, and character.

