

What Every Principal Should Know About Honor Society Management...Your Adviser Will Thank You!

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1:00 p.m. ET

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NASSP



Before We Begin...

- This webinar is being **recorded** for on-demand viewing. The PowerPoint will be posted in the Adviser Resource Center.
- Principals who have active Honor Society chapters at their schools can use the login issued by our customer care team to log into the Honor Society sites. You can access the same information as your adviser.
- Enter questions into the Q&A field and I will answer them during the Q&A session at the end.

Purpose

- To provide an overview of the principal's role in the management of the Honor Society chapter at your school.
- To prepare principals to support the adviser and faculty council.
- To help prepare you to work as a team in recognizing students at your school who meet the criteria for membership.



History



1919



1921



2008

History

The Honor Societies are programs of NASSP.

Membership is based on the pillars of membership for each program:

- NHS: Scholarship, Service, Leadership, and Character
- NJHS: Scholarship, Service, Leadership, Character, and Citizenship
- NEHS: Scholarship and Responsibility



The Role of the Principal in the Honor Society

The principal serves a vital role in the management of the Honor Society chapter. The chapter exists at the invitation and approval of the school principal. The principal:

- Appoints the adviser and members of the faculty council.
- Approves all policies and decisions of the chapter, including ruling on appeals for non-selection and dismissal.
- Ensures due process is followed in all disciplinary cases.
- Supports the work of the adviser and chapter members.



Required Chapter Personnel

All chapters are required to have the following personnel available to manage the chapter:

- One or more faculty members to serve as the Honor Society adviser.
- 5 faculty members for NHS and NJHS and at least 2 faculty members for NEHS to serve on the faculty council.
- Unlike NHS and NJHS, the NEHS adviser can be a voting member of the council.
- Principal/headmaster/head of school to appoint the adviser and council.



Resources Available to Principals

- Adviser Resource Center
- Honor Society Constitutions
- Handbooks (and *Legal Memorandum*)
- New Chapter Checklist
- Webinars
- Adviser Online Community

All resources can be found on the Honor Society websites.



Chapter Bylaws

Each chapter must create its own set of local bylaws.

- Bylaws should include information concerning selection of members, chapter elections, officer duties, schedule of meetings, dues, etc.
- Changes require the approval of the faculty council and principal.
- Edits can be emailed to policy@nhs.us for review and questions.



Draft and Publish the Selection Procedure

The lack of available published information is the #1 complaint received by the national office.

- Drafting the selection procedure is the responsibility of the faculty council and is subject to the principal's final approval.
- Make sure that this information is published either on your school's website or in the student handbook or via other means so it's **readily available** to both parents and students.
- Making changes? Be sure to communicate them in writing to the school community.



Due Process: A National Requirement

All members are guaranteed due process as part of their membership. There is no automatic dismissal from the Honor Societies at any time.

- Except for violations of school rules or the law, all members must receive a written warning from the adviser and allowed a reasonable time for improvement before any action is taken by the faculty council.
- Before any dismissal decision can be rendered, the member has a right to a hearing with the faculty council.
- In this process, principals must review and approve dismissal decisions prior to notifying the student and their parent/guardian.



Supporting Your Adviser and Faculty Council

- Stay informed. Ask questions.
- Annually review the chapter's bylaws.
- Annually review the chapter's selection procedure.
- Before responding to appeals, meet with the adviser to review the chapter's policies and procedures, as well as national policies.
- **Contact the national office whenever questions arise.**



Supporting Your Adviser and Faculty Council: Case Studies

Case #1. Lack of Publishing/Changing Requirements

Scenario: This school did not publish updates to their selection procedure and had changed the previously published criteria without informing parents or students. Students who were eligible under the old criteria were now excluded from eligibility and consideration. These students did not know until the selection process opened that they were now ineligible for consideration.

Actions: The parent and student spoke with the adviser and principal. While acknowledging the error, both declined to adhere to the written, long-standing requirements.



Supporting Your Adviser and Faculty Council: Case Studies

Case #2. Lack of a Faculty Council

Scenario: Student was notified of their non-selection by the chapter president, a student. Upon further questioning, the parent discovered that the chapter had no faculty council. Two co-advisers and student officers selected members.

Actions: Parent filed an appeal with the school principal. While acknowledging the error, no immediate resolution was provided at the school level. Parent filed a formal complaint with the school district superintendent and national office.



Supporting Your Adviser and Faculty Council: Case Studies

Case #3. Lack of Due Process/Improper Dismissal

Scenario: Student was notified of dismissal from Honor Society via a letter from the adviser. The student was not previously issued a written warning and no hearing was provided.

Actions: Parent informed adviser and principal that the dismissal was improper. The adviser contacted the national office to confirm that their actions were in violation of the member's due process, and they were directed to reinstate the member and place them on warning. These steps were also confirmed in writing to the parent when they contacted the national office.

The adviser did not follow these directions, and instead scheduled a hearing for the member with the chapter's officers, not the faculty council. The student was informed of the hearing date/time by a chapter officer in the school hallway.



Let's Take a Tour...

Let's have a brief look at the Adviser Resource Center.



Let's chat!



Getting in Touch

General Inquiries

Email our Customer Care Center: nhs@nhs.us

Call our Customer Care Center: 800-253-7746

Policy questions/reaching your presenter

Email our policy department: Policy@nhs.us

Always identify yourself as a principal.

Websites

<https://www.nationalhonorsociety.org/>

njhs.us

nehs.org



Feedback

Please complete the survey at the end of this webinar to provide your feedback.

You can also scan this QR code to complete on your mobile device.



Four Takeaways

- Talk to your adviser about establishing the faculty council, if needed.
- Meet with the faculty council to draft or review chapter bylaws.
- Publish selection procedure description and timeline.
- Remember that due process is a right of membership.



Thank You!

