

POLICY **(Revised)**

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 5126

AWARDS FOR ACHIEVEMENT

The board of education believes that pupil achievement should be recognized at all levels in a manner appropriate to the pupil's accomplishment.

The board directs the chief school administrator/designee to develop criteria and procedures for presenting awards to pupils for scholarship and outstanding accomplishments in the arts, athletics and citizenship.

The chief school administrator shall review and advise the board on acceptance of proposed trophies, prizes, scholarships or other awards from non-school donors. Any such proposed award shall be free from bias as outlined in the district's affirmative action policies.

Criteria regarding eligibility and selection for awards shall be disseminated annually to all pupils and parents/guardians.

Academic Recognition

The board directs the chief school administrator/designee to establish criteria and procedures for placing pupils in grades 5 through 8 on academic honor rolls.

National Junior Honor Society

It is the goal of the board of education to promote recognition of district students who demonstrate outstanding accomplishments in the areas of academics, character, leadership, and service. Towards this goal, the Board directs that the middle school shall establish and maintain a chapter of the National Junior Honor Society.

District chapters of the National Junior Honor Society shall operate in accordance with the Constitution of the national Junior Honor Society. Local bylaws shall be established by each individual chapter consistent with the National constitution to specify meeting procedures, the election of officers, dues requirements, etc.

Selection criteria and procedures for membership in district chapters of the National Junior Honor Society shall conform to the criteria and procedures specified in the National Junior Constitution.

Selection to the National Junior Honor Society is a privilege, not right. Students do not apply for membership. Membership in a school's National Honor Society chapter shall be determined by a majority vote of the faculty selection committee for that school. Membership shall be based on the demonstration by a student of outstanding scholarship, character, leadership and service. To be eligible for membership, a student must be at least a second semester 6th grader, and have a minimum cumulative scholastic average as

measured by the student's grade point average (GPA) of 85% or higher in major subjects 2014 and beyond.

Students who meet the scholastic eligibility requirement shall then be evaluated by the Faculty Selection Committee on the basis of demonstrated service, leadership and character.

It shall be the responsibility of the Chief School Administrator to establish specific standards and procedures for the review of National Junior Honor Society candidates within the Franklin Township School District. Included within such procedures shall be provisions for the dissemination of information on selection criteria and procedures to all students. A non-selection appeal process shall also be contained within district regulations.

Athletic Participation

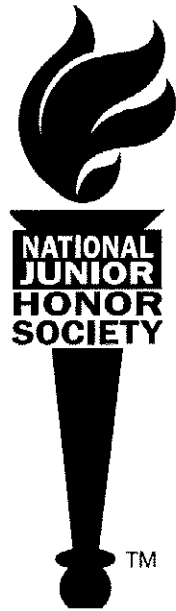
The board wishes to recognize the achievements of pupils who give many hours of their time to represent the school in interscholastic athletics. Requirements for awards in each sport shall be decided by a committee composed of coaches, athletic director and chief school administrator.

Service Participation

School service groups shall be recognized for participation in order to emphasize the importance of good citizenship in school life as outlined in the course of study.

Date adopted: 12/10/01

Date revised: 6/8/09



**Franklin
Township
School**

**National Junior Honor Society
Bylaws**

BYLAWS

ARTICLE I NAME AND PURPOSE

Section 1. The name of this organization shall be the Franklin Township School Chapter of the National Junior Honor Society herein known as "FTSNJHS."

Section 2. The purpose of this organization shall be to foster excellence by creating enthusiasm for scholarship, stimulating a desire to render service, promoting leadership, developing character, and encouraging citizenship in the students of Franklin Township School.

Section 3. The FTSNJHS is a chapter of the National Junior Honor Society (NJHS) which is a program of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191, a 501(c)(3) not-for-profit association.

ARTICLE II THE PRINCIPAL

Section 1. The principal, Dr. Carol Fredericks, shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The principal shall annually appoint a Chapter Advisor(s), who may serve consecutive terms.

Section 3. The principal shall appoint members to the Faculty Council. Members may serve consecutive years on the council.

Section 4. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

ARTICLE III THE CHAPTER ADVISOR(S)

Section 1. The Chapter Advisor(s) shall be responsible for the direct, day-to-day supervision of the chapter and shall act as liaison between faculty, administration, students, and community.

Section 2. The Chapter Advisor(s) shall maintain files on membership, chapter history, activities, and financial transactions. The Chapter Advisor(s) shall send the annual activity report to the national office.

Section 3. The Chapter Advisor(s) shall regularly review each member for compliance with society standards and obligations.

Section 4. The Chapter Advisor(s) shall help the chapter officers understand and carry out their duties.

ARTICLE IV **FACULTY COUNCIL**

Section 1. The Faculty Council shall consist of a minimum of five (5) voting faculty members appointed annually by the principal. No superintendent, principal, or school supervisor may be included on the Faculty Council.

Section 2. The term of the Faculty Council shall be one (1) year. Members may be appointed to consecutive terms.

Section 3. The Chapter Advisor(s) shall be an ex-officio, non-voting member of the Faculty Council.

Section 4. The Faculty Council shall meet at least once a year to review the procedures of the chapter, to select members, and to consider dismissal, non-selection, and warning cases.

Section 5. The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with the NJHS Constitution and policies.

ARTICLE V **MEMBERSHIP**

Section 1. Membership is an honor bestowed upon a student. Selection for membership is by majority vote of the Faculty Council and is based on outstanding scholarship, character, leadership, service, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. The Faculty Council shall reserve the right to award honorary membership to school officials, teachers, NJHS advisors, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the

National Junior Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section 3. Candidates become members when inducted at a special ceremony.

Section 4. A National Junior Honor Society member who transfers from another school and brings a letter from the superintendent, principal, or chapter advisor to the new school advisor shall be accepted automatically as a member into the chapter. Transfer members must meet the chapter's standards within one semester in order to retain membership.

Section 5. Members who resign or are dismissed are never again eligible for membership or its benefits. This rule is in accordance with the NJHS By-Laws.

ARTICLE VI

SELECTION OF MEMBERS

Section 1. The NJHS consists of second semester 6th grade students, and seventh and eighth grade students. To be eligible for membership the candidate must be a member of one of those two classes. After the second marking period, a sixth grade student who meets the GPA requirement may be invited to submit an Application for Membership, which goes before the Faculty Committee. A student who does not meet the scholastic requirements during the sixth grade year may be considered the following year if the student attains the required GPA in seventh grade. The candidate shall submit an Application for Membership and provide all supplemental documentation to the Chapter Advisor(s) by the date established on the application. The candidate must have a cumulative scholastic average of 85% or higher in each of the major subjects (language arts, mathematics, science, and social studies). Candidates may not have a subject grade below 80% in any subject listed on his/her report card. Candidates shall then be evaluated on the basis of service, character, leadership, and citizenship:

Service	willingness to work for the benefit of those in need without monetary compensation or recognition
Character	showing courtesy and respect for others
Leadership	taking the initiative in class and in school activities, exemplifying a positive attitude, delegating responsibilities.....
Citizenship	striving daily to make the right choices and following school rules

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to student notification, the Chapter Advisor(s) shall review with the principal the results of the Faculty Council's deliberations.

Section 4. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and

parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the NJHS.

Section 5. The National Council and the NASSP shall not review the judgment of the Faculty Council or principal regarding selection of individual members to local chapters.

ARTICLE VII **DISCIPLINE/DISMISSAL**

Section 1. Each member is responsible for acting in a way representative of the National Junior Honor Society. This involves excellence and consistency in scholarship, an honorable character, and a desire to display leadership qualities and perform service.

Section 2. Members who fall below the standards, which are the basis for their selection, shall be promptly warned in writing by the chapter advisor(s) and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws a member does not, necessarily, have to be warned to be dismissed and void membership.

Section 3. When a member accumulates three written warnings within the same school year he/she will be required to appear before the Faculty Council, which possesses the authority for immediate dismissal. Once a member has been dismissed or resigns from the NJHS, the national rules state that he/she may never be considered for NJHS membership again.

Section 4. The Faculty Council and the Chapter Advisor(s) shall agree upon all written warnings. The disciplinary systems of written warnings will consist of the following:

a. Absence from a scheduled meeting or activity without a legitimate excuse---One (1) written warning. Two absences from scheduled meetings or activities---Second (2nd) written warning and/or referral to the Faculty Council for possible dismissal.

b. Receiving a disciplinary referral and or/detention for lack of adherence to necessary school rules.

- First disciplinary referral: a verbal warning
- Second disciplinary referral: a written warning
- Third disciplinary referral: appearance before the Faculty Council
- First in-school or after school detention and/or disciplinary referral: written warning
- Second in-school or after school detention: appearance before the Faculty Council
- In-school or out of school suspension: dismissal from chapter

c. Conviction of a civil offense in the community – mandatory appearance before the Faculty Council and possible dismissal.

d. Participating in any way in a cheating incident in any class or activity – mandatory appearance before the Faculty Council and possible dismissal.

Section 5. The Faculty Council, at the request of the advisor(s) or administration and Executive Board members, will consider any disciplinary instance and action, which has not been specifically mentioned here.

Section 6. The National Council and the NASSP shall hear no appeals in dismissal cases.

ARTICLE VIII **ELECTION OF OFFICERS**

Section 1. The Chapter Advisor(s) and four (4) Executive Board members shall jointly run the chapter. The Executive Board is comprised of the officers of this chapter: president, vice president, secretary, and treasurer.

Section 2. Officers shall be elected at a regular meeting of the chapter. Members wishing to run for elected office must submit his/her name to the advisor(s) who will then oversee the election of the officers. Potential candidates must give a speech before his/her fellow members who will then vote for the candidate(s) of his/her choice. These officers shall be inducted after the second marking period of the school year along with new members.

Section 3. The duties of the officers are as follows:

President	leads and runs the meetings, writes proposals, calls meetings as needed, and generally oversees the chapter.
Vice President	assists the president, forms committees, organizes activities, helps run the meetings, and leads meetings if the president is not present;
Secretary	records minutes of the meetings, helps run meetings, takes attendance, writes thank you notes, does publicity, organizes the scrapbook (if any); and
Treasurer	oversees fund raising activities, records financial dealings, and helps run meetings.

ARTICLE IX
THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the officers of the chapter and the Chapter Advisor(s).

Section 2. The Executive Committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter by-laws. All actions and recommendations of the Executive Committee shall be subject to the review of the chapter membership and Chapter Advisor(s). The Executive Committee and the Chapter Advisor(s) shall have the responsibility for ensuring that chapter activities and procedures follow school policies and regulations.

ARTICLE X
VACATED OFFICES

Section 1. If, for some reason, one or all of the executive offices are vacated during the course of the year, only an eighth grade student is eligible to fulfill that position. There shall be another election, in which only eighth graders vote.

Section 2. Each eighth grade member, in good standing, shall have one vote. In the case of an unscheduled absence, that member will cast his/her vote upon return to school. In the case of a known absence, that member will vote before hand.

ARTICLE XI
MEETINGS

Section 1. The chapter shall meet monthly from September to June.

Section 2. Special meetings approved by the Executive Committee and/or the Chapter Advisor(s) may be called by the president.

Section 3. Each meeting is to be conducted in an organized fashion in which all members are attentive and willing to share their input in an orderly and formal manner.

Section 4. The meeting is to be brought to order by the president. *Robert's Rules of Order* will be followed.

ARTICLE XII
ACTIVITIES

Section 1. The chapter shall be involved in one or more service projects during the school year. The chapter shall plan and carry out annual projects and events which shall fulfill a need within the school community, have support of the administration and faculty, be appropriate and educationally defensible, well organized, and executed.

Section 2. Each member is responsible for participating in all projects during the course of the school year, as the objectives of the chapter are to promote leadership and give the members a chance to render service. If a member is unable to attend an event, the member must notify the Executive Board and/or the Chapter Advisor(s) and present a legitimate excuse in writing.

Section 3. Each member shall participate in community service activities outside of those presented by the chapter. The member shall receive prior approval for the community service from the Chapter Advisor(s) and submit a report with an appropriate signature upon the completion of the service. Members shall perform a minimum of two hours of outside community service each marking period.

ARTICLE XIII
AMENDING BY-LAWS

In order to keep the by-laws current and up-to-date, the Chapter Advisor(s) and the Faculty Council shall review them at the beginning of each school year. They shall decide if anything needs to be changed or updated. If so, they can add or change articles as needed.



**Franklin Township School
National Junior Honor Society**

Congratulations!

Your cumulative grade point average as a middle school FTS student has qualified you as a candidate for our school's National Junior Honor Society. If you choose to join our chapter, you will need to meet the following requirements:

1. Complete an Application for Membership and return it to Mrs. Cullen, Chapter Advisor, by _____. **Late applications or incomplete applications will not be accepted.**
2. Ask one FTS teacher to complete the attached Teacher Recommendation Form. The teacher will return his/her recommendation to the Chapter Advisor. Mrs. Cullen, as Chapter Advisor, can not write a recommendation for you.
3. Ask one other adult who is **not** a family member (a coach, youth advisor, pastor, neighbor, volunteer supervisor, etc.) to complete the second recommendation form. Attach this form to your application for membership.
4. Review the bylaws provided to you. They will also be posted on the school website at _____.
5. Please understand that there are four other areas besides scholarship that will be considered to determine membership. These include:

Service	the willingness to work for the benefit of others without monetary compensation or recognition
Character	showing courtesy and respect for others
Leadership	taking the initiative in class and in school activities, exemplifying a positive attitude, delegating responsibility, etc.
Citizenship	striving daily to make the right choices and following the school rules
6. If you are selected for membership, you will be asked to attend our induction ceremony, attend monthly meetings, participate in club service projects, and complete two (2) hours of independent community service each marking period. Your major subject grade average must remain at 85%, and no other subject grade may be less than 80%. You must maintain the discipline code of the school and submit \$10.00 for your dues.
7. Mrs. Cullen is the Chapter Advisor and can be contacted before and after school as well as during your lunch period. She can also be contacted via email at mcullen@ftschoool.org.



Franklin Township School National Junior Honor Society
Application For Membership

Due by: before 4:00 p.m. to Mrs. Cullen, Chapter Advisor

Name _____ Grade _____ Homeroom Teacher _____

Please fill out this application neatly in blue or black ink.

Write 2-4 sentences for each of the following questions:

A. Service (*willingness to work for the benefit of those in need without monetary compensation or recognition...*)

1. Why is community service important to society, and how is it important to you?

2. What service activities have you participated in? (These can be individual or group, in or out of school.) Please be very specific and list only service activities from the last 2 years.

B. Leadership (*taking the initiative in class and in school activities, exemplifying a positive attitude, delegating responsibilities...*)

1. What leadership positions have you held? (in or out of school)

2. What awards or recognitions have you received? (in and out of school)

C. Character/Citizenship (*striving daily to make the right choice, showing courtesy and respect for others, following school rules...*)

1. Describe your work ethic.

2. What are your strengths? (in school, in athletics, your personality, your character, etc.)

3. In what areas do you feel you could improve?

4. What makes you unique?

5. What electives are you (or have you) taken?

6. Why do you want to join, and what do you believe you can contribute to our chapter?

Using the attached recommendation forms, please distribute one form to:

- a. one teacher that you currently have or have previously had here at FTS. The teacher will return this form to the Chapter Advisor.
- b. one significant adult in your life (not a family member or a teacher unless that teacher is a coach). If this recommendation is from someone other than a teacher at FTS, return the completed recommendation with your application.

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I understand that completing and submitting this application does not guarantee selection to the FTSNJHS. I attest that the information here is complete and accurate. If selected for membership, I agree to abide by the standards and guidelines of the chapter and to fulfill all of my membership obligations to the best of my ability. A \$10.00 yearly membership fee is required.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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I have read the information provided by my son/daughter on this form and verify that it is true, accurate, and complete.

Parent Signature _____ Date _____

Parent Phone Numbers _____ (home) _____ (cell)

Late or incomplete applications will not be accepted.



Franklin Township School National Junior Honor Society

Teacher Recommendation Form

This form is **CONFIDENTIAL** and should **NOT** be returned to the student. Please return the completed form to Minga Cullen, Chapter Advisor, by _____ no later than 4:00 p.m.

Candidate's Name _____

Teacher's Name _____

In what capacity do you know this student and how long have you known him/her?

Please rate this candidate in the following categories using a scale of 1-4, where
1 = low/poor, 2 = below average, 3 = good, and 4 = high/outstanding.

Characteristic	Rating	Comments
Leadership <i>(taking initiative in class and school activities, exemplifying a positive attitude, delegating responsibilities, etc.)</i>		
Service <i>(willingness to work for the benefit of those in need without monetary compensation or recognition...)</i>		
Character <i>(showing courtesy and respect for others)</i>		
Citizenship <i>(striving daily to make the right choices and following school rules)</i>		

Please use the back of this form for any additional comments. Thank you.



Franklin Township School National Junior Honor Society

Recommendation Form

The following student is a candidate to join the National Junior Honor Society at our school. Each candidate needs to submit a recommendation from two adults with his/her application for membership. Thank you for taking the time to complete this form.

Candidate's Name _____

Your Name _____

In what capacity do you know this candidate, and how long have you known him/her?

Please rate this candidate in the following categories using a scale of 1-4, where
1 = low/poor, 2 = below average, 3 = good, and 4 = high/outstanding.

Characteristic	Rating	Comments
Leadership <i>(taking initiative in class and school activities, exemplifying a positive attitude, delegating responsibilities, etc.)</i>		
Service <i>(willingness to work for the benefit of those in need without monetary compensation or recognition...)</i>		
Character <i>(showing courtesy and respect for others)</i>		
Citizenship <i>(striving daily to make the right choices and following school rules)</i>		

Please use the back of this form for any additional comments. Thank you.



Franklin Township School National Junior Honor Society

Election of officers will be held on _____
All candidates for office will present a 2-3 minute speech prior to the election.

Officer Responsibilities

President

- leads and runs the meetings
- writes proposals
- calls meetings as needed
- generally oversees activities of the chapter

Vice President

- assists the president
- forms committees
- organizes activities
- helps run the meetings, and leads meetings if the president is not present

Secretary

- records minutes of the meetings
- helps run meetings
- takes attendance
- writes thank you notes
- oversees publicity
- organizes the scrapbook (if any)

Treasurer

- oversees fund raising activities
- records financial dealings
- helps run meetings



Application for NJHS Office

Seeking Office of: (check one) President ___ Vice President ___ Secretary ___ Treasurer ___

Candidate's Name _____ Homeroom Teacher _____

Parent/Guardian Signature _____

Return to Mrs. Cullen by _____