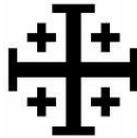


THE ATONEMENT ACADEMY



THE ATONEMENT ACADEMY

15415 Red Robin Rd.
San Antonio, TX 78255
210-695-2240
www.atonementonline.com



NHS Advisor: Mrs. Catherine Prochko
email: cprochko@atonementonline.com

Revised 4/2016

National Honor Society

The Atonement Academy Chapter Handbook

What is the National Honor Society?

- National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students
- More than an honor roll, NHS serves to honor students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character
- These characteristics have been associated with membership in the organization since their beginnings in 1921



Selection Criteria and Process

PREREQUISITE CONDITIONS FOR SELECTION

1. According to the Constitution, only those students who have attended the school the equivalent of one semester may be considered for membership. This period is necessary for students to establish themselves and for the faculty to get to know them.
2. Membership is open to qualified sophomores, juniors and seniors.
3. Academic requirements are the same for all candidates in all classes. All candidates must have a GPA of 4.0 or higher.
4. There is no specific quota or percentage of members per class. Those students who meet the criteria are inducted regardless of the number.

THE PROCESS

1. Students with a GPA of 90.0 will receive an invitation letter and a Student Information Form in the Spring and return it in person to the advisor only by the due date.
2. The Faculty Council will meet and examine each student's Information Form, disciplinary record (blue cards, yellow cards, red cards, tardy), and responsibility record (mandatory) and determine membership.
3. Students will be notified in writing of their acceptance or rejection into the NHS and will be advised of the responsibilities.
4. New members will be inducted at the end of the academic year.

THE CRITERIA

The Faculty Council of the chapter selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character. The Chapter Advisor first identifies students with the prerequisite GPA and then provides them with an invitation and an application form. The Faculty Council then meets to evaluate the candidates' performance in the areas of leadership, service, and character.

SCHOLARSHIP

The scholarship requirement is based on a student's cumulative grade point average. The minimum GPA allowable in The Atonement Academy Chapter of NHS is a 4.0. All students who meet this requirement are then eligible for consideration on the basis of service, leadership, and character.

LEADERSHIP

The leadership criterion is considered highly important for membership selection. Leadership exists in offices a student has held in school or community organizations, as well as outside elected positions including effective participation in other co-curricular activities offered on campus. Leadership roles in both the school and community may be considered, provided they can be verified. The student who exercises leadership: is resourceful in proposing new problems, applying principles, and making suggestions; demonstrates initiative in promoting school activities; exercises positive influence on peers in upholding school ideals; contributes ideas that improve the civic life of the

Community Service Log Sheet

Students are required to complete 20 hours of community service each year in order to maintain NHS membership.

The following rules apply:

1. Community Service is defined as volunteer service for an **approved non-profit agency** or approved school function.
2. Students should earn 10 hours of CS each semester with 5 hours being at The Atonement Academy. It is wise to have your CS opportunity approved by the NHS advisor prior to volunteering to insure that the community service qualifies and to guarantee your hours will be accepted.
3. Service hours completed on school days will be given for service completed after normal school hours; service hours cannot be given for club meetings.
4. Make sure the log clearly states the non-profit agency, contact person, and phone number so that its non-profit status and your service hours can be verified. Incomplete forms will be rejected.

FULFILLING RESPONSIBILITIES



Meetings

- *Monthly, in room 200, at 3:40p*
- *Attendance of at least 80% of the meetings are required to maintain membership*
- *Look for date of meetings on NHS bulletin board in US hallway*



Volunteer Organizations

Including, but not limited to: *Allied Women's Center; Habitat for Humanity; Wounded Warriors, Catholic Charities, St. Vincent de Paul, Pro-Life organizations*

School Volunteer Opportunities

Athletic events, school functions, King's Fair



Academic Scholarship

- *Maintain an 90.0 overall GPA*
- *Participate and engage in class*
- *Complete all assigned work on time*
- *Make-up all work promptly and in a timely manner*



Character

- *Be punctual to school, class, and meetings*
- *Be courteous and helpful to peers and teachers*
- *Maintain a clean uniform and abide by uniform regulations*
- *Be organized and diligent in class work*

school; is able to delegate responsibilities; exemplifies positive attitudes; inspires positive behavior in others; demonstrates academic initiative; successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability; is a leader in the classroom, at work, and in other school or community activities; is thoroughly dependable in any responsibility accepted; and is willing to uphold scholarship and maintain a loyal school attitude.

SERVICE

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student's attitude toward service can be reviewed. The student who serves: volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance; works well with others and is willing to take on difficult or inconspicuous responsibilities; cheerfully and enthusiastically renders any requested service to the school; is willing to represent the class or school in inter-class and inter-scholastic competition; does committee and staff work without complaint; participates in some activity outside of school, for example, church choirs, church groups, volunteer service for the elderly, poor, or disadvantaged; mentors persons in the community or students at other schools; and shows courtesy by assisting visitors, teachers, and students. Candidates will need at least 10 hours of community service to be considered for membership, and must complete 10 hours of community service each semester to remain an active member.

CHARACTER

Character is probably the most difficult criterion to define. The Faculty Council will consider the positive as well as the negative aspects of character. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, it can also be said that the student of character: takes criticism willingly and accepts recommendations graciously; consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability); upholds principles of morality and ethics; cooperates by complying with school regulations concerning property, programs, office halls, etc.; demonstrates the highest standards of honesty and reliability; regularly shows courtesy, concern, and respect for others; observes instructions and rules, is punctual, and faithful both inside and outside the classroom; has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies; manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others; and actively helps rid the school of bad influences or environment. The Faculty Council examines each student's mandatory, blue card, yellow card, red card, and tardy record.

Obligations of NHS Membership

1. **Maintaining standards** (Article VIII, Section 1)—Once selected, all members are expected to maintain the standards by which they were selected. This includes the academic standards, as well as the leadership, service, and character criteria.
2. **Meetings** (Article XIII, Section 1)—The NHS Chapter holds monthly meetings and requires all members to attend at least 80% of all meetings. The schedule of these meetings is provided on the NHS bulletin board as well as at the monthly meetings.
3. **Chapter service projects** (Article XIV, Sections 1 and 2)—All chapters are required to sponsor a chapter service project and all members are required to participate in at least one chapter service project a year.
4. **Individual service projects** (Article XIV, Section 4)—In addition to the chapter service project, members are to engage in additional service according to their own talents and interests. Each member shall accrue at least 10 hours of approved service each semester, 5 of which must be accomplished at the school. Members must receive approval of their individual service projects from the chapter advisor for the hours to applied towards the required 10 hours per semester.



Discipline and Dismissal

Disciplinary issues and grades during the year will be shared by the administration with the NHS faculty council, which will meet periodically to ensure eligibility of current members. The Faculty Council will examine each member's mandatory, blue card, yellow card, red card, and tardy record.

Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter advisor and given one quarter 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.

The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. *This hearing is required and is considered "due process" for all members.*

Chapter Organization

Chapter Officers

The officers of the chapter will be duly elected by a democratic process. Only students with a 90.0 GPA can be nominated and elected as officers. The NHS members will elect the following positions: president, vice president, secretary, treasurer, and public relations officer. Elections will be held in February and the term will encompass an academic year. The eligibility requirements for being an NHS officer are as follows: the student must be in good standing with NHS, registered for next academic year, not an officer for another organization (Student Council, Pro-Life, Choir), and a 2nd semester Junior for President, VP, and Treasurer with open eligibility for Secretary and Public Relations officer. The Faculty members receive a list of eligible students for each position and nominate candidates. The candidates are notified and they either accept or decline the nomination. A maximum of 4 nominations for each position is allowed. A meeting is held for a secret ballot vote by the current NHS members. One vote is allotted per NHS member. Attendance at the meeting is required to vote. All unused ballots are destroyed. A group of faculty members tally the vote, and the administration approves the elected officers. The officers-elect are notified and accept their positions, and an announcement of the officers is made.

Executive Committee

The executive committee shall consist of the officers of the chapter and the chapter advisor and will 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. The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

Meetings

Each chapter shall have regular monthly meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

The chapter president or other designated student leader may call special meetings approved by the executive committee.

