

## REMOVAL PROCEDURES AND PROCESSES

The Faculty Council shall consist of five faculty members appointed by the high school principal and chaired by the NHS adviser who is a non-voting member of the committee.

In the case that a student being considered is closely related so as to cause a conflict of interest to a member of the Faculty Council, that member will exclude himself from the all deliberations and voting regarding that particular student. If that exclusion results in a tie on the committee, the high school principal will cast the deciding vote.

Appeals to the decisions made by the Faculty Council in pre-dismissal hearings will be heard under West Hardin CCISD's policies governing disciplinary appeals in the school district and follow the normal channels for the appeals process.

Students may also resign from NHS by submitting a letter of resignation signed by both the student and his/her guardian to the Faculty Council. Students submitting such a letter will be permanently removed from all affiliation with NHS both present and future.

### **Possible Actions related to Dismissal from NHS**

A **warning** is a written document informing the member that an action is not within the standards of NHS. A warning can be issued by the faculty adviser and/or the Faculty Council. In all cases, a warning will be accompanied by conference with the adviser to discuss specific means of improvement.

**Probation** is a more severe form of warning. A student on probation is still in NHS but cannot hold office. An officer on probation will not have the opportunity to regain that office until new elections are held the following year. Probation is to be imposed by the Faculty Council when a warning or warnings have not been sufficient to correct issues. Probation will always be accompanied by a written directive as to the action the student must take to avoid dismissal.

**Dismissal** is permanent removal from the NHS membership. Students are not to be dismissed without an opportunity to defend themselves in front of the Faculty Council at a pre-dismissal hearing. In certain defined circumstances members may be dismissed without warning or probation. Once a student is dismissed, the student is never eligible to belong to NHS again.

## Definitions of Four NHS Standards

These definitions are the adopted working definitions of the Faculty Committee. These four areas represent the criteria by which a member is elected and maintains membership. These definitions are the definitions used in all deliberations of the Faculty Council both for selection and dismissal.

- i. **Scholarship**- The student with scholarship has a 90 average in academic courses, is an active and engaged learner in the classroom, is not an attendance problem, participates in academic competitions, is a responsible student and follows either the distinguished or recommended plan of study
- ii. **Leadership**- Leadership is directing, planning and being responsible for specific tasks. Those with leadership also provide a good example to younger students. The Faculty Council realizes that many students worthy of leadership positions are often not elected by their peers. Simply being elected does not make a person a leader. Leadership is defined by the actual activity of leading not just/only election by other students.
- iii. **Character**- Character is being responsible for what you say and do. It includes taking criticism well, resolving disputes in a dignified manner and showing respect to others including those not a part of one's own social group. It includes following school PDA policies and not cheating or helping others cheat. Character is reflected in one's manners. A student of character is honest and courteous to school personnel as well as other students. Character would include not "bad mouthing" others students, teachers, the school or school programs. Character also includes not using foul language, gender-biased language or racial slurs. Students of character are good ambassadors for the school and its programs.
- iv. **Service**-Service is helping others without expectation of reward. It should be ongoing and not just a one-time activity. The Faculty Council looks for students who volunteer to help teachers and students, students who participate in class activities such as fundraisers; students who attend school regularly; students who participate in school activities outside of school hours; and students who generally contribute to the good of the communities of which they are a part.

## **Process One: Standard Review**

1. Cumulative grade averages and attendance records for each member will be pulled by the registrar following each semester who will inform the adviser of any member whose overall average or attendance has dropped below 90%. The adviser will then warn the student of the problem in writing. If at the end of the next six weeks grading period the average or attendance has not improved to at least 90%, the student will be referred to the Faculty Council for probationary action.
2. The counselor will annually review each student's record to insure that the student is taking the courses and otherwise meeting requirements to graduate under the recommended or distinguished plan. The counselor will inform the adviser of any member who is not following the correct sequence of courses and meeting other requirements. The adviser will then warn the student of the problem in writing. If the student does not take corrective action, the student will be referred to the Faculty Committee for probationary action.
3. On a regular basis, the principal will report anyone with disciplinary offenses to the adviser. The adviser will then warn the student of the problem in writing. If the student does not take effective corrective action, the student will be referred to the Faculty Committee for probationary action.
4. Students will turn in service logs to the adviser four times a year at deadlines set by the adviser. Failure to do so will result in a warning. These logs will be reviewed by the adviser to insure that the student has continued to demonstrate the qualities of service and leadership that earned the student a place in NHS. Additionally, the Faculty Council will review all logs of current members at the time of Spring Induction.
  - For purposes of clarification in recording the logs, leadership is directing, supervising and/or planning activities for a group of people.
  - For purposes of clarification in recording the logs, service is providing help without expectation of reward or a grade; it should also include representing the school in academic competitions.

Each student's log must reflect participation in one NHS service project a year and one Individual Service Project reflecting his/her interests and talents.

In addition to the log, students should understand that leadership is demonstrated by setting a good example to others both in and out of school and abiding by school rules. Students are expected to participate in an academic competition each year.

If the adviser judges that a member is not meeting service and leadership requirements, the adviser will warn the student in writing. At the warning conference, the student and adviser will agree on a corrective action to be taken. If that corrective action is not taken, the matter will be taken to the Faculty Council who will decide—based on the severity of the situation—if probation is warranted. If probation is imposed, the student will be informed and given a date on which to appear before the Faculty Council to present logs with evidence of correction. If at that appearance the Faculty Council agrees the student has fulfilled service and leadership, no further action will be taken. However, if the Faculty Council does not feel these have been met, the date for a pre-dismissal hearing will be set.

### **Process Two: Flagrant Violation or Repeated Warnings**

1. Students who are guilty of violating a civil law or of a school offense leading to an AEP assignment or suspension will be immediately referred to the Faculty Council for possible dismissal. Students will be informed in writing of the time and place of the pre-dismissal hearing at least five school days in advance. The student may choose to appear and explain the situation or circumstances as well as to field questions from the Faculty Council before the vote. A parent may attend as a silent observer. If the student fails to appear, the hearing and vote will be conducted in the student's absence.
2. Students, who receive two warnings in a school year, will be referred to the Faculty Council for possible probation or dismissal. Students will be informed in writing of the time and place of the pre-dismissal hearing at least five school days in advance. The student may choose to appear and explain the situation or circumstances as well as to field questions from the Faculty Council before the vote. If the student fails to appear, the hearing and vote will be conducted in the student's absence.

### **Process Three: Administrative issues within NHS**

Students who meet any of the following conditions will be warned in writing by the adviser.

1. Fails to attend two meetings in a row (absence will be marked five minutes into the meeting)
2. Fails to participate in 80% of NHS activities in a school year.
3. Is late to three or more meetings in a year. (Students who arrive late will be counted tardy in the first five minutes; absent after that.)
4. Fails to attend any event/activity to which the student has committed.

5. Fails to stay the entire event/activity to which the student has committed.
6. Is argumentative with the sponsor and/or other school-sanctioned adults in charge of a NHS activity.
7. Students will not be allowed to provide their own transportation to off campus NHS activities. Students who do not ride the school provided transportation will be excluded from the activity and counted as absent. This applies to transportation both to and from the activity. Parent pick up at the end of the activity, when approved in advance by both the principal and faculty adviser may be allowed in highly limited circumstances.