

**St. Charles Borromeo Catholic School****National Junior Honor Society****Maintaining Membership****I. Probation, Dismissal, and Resignation****A. Responsibility of the Advisers**

1. Advisers and the faculty council are responsible to periodically review members' academic and conduct records.
  - a) Students will be notified at the beginning of the year that reviews will take place at the end of each trimester.
  - b) The adviser may review the records of any member as needed.
2. Advisers will notify administration of any member in danger of probation or dismissal.
3. Members and parents will be notified of probation and consequences of continued concern via email and letter.

**B. Probation****1. Circumstances for probation**

- a) Academic Probation required when GPA drops below 3.5 (3 As/2 Bs or 4 As/1 C) OR has an "I" in any of their core classes.
- b) Conduct Probation
  - (1) Members who receive detentions for any behavioral incident may be placed on probation.
  - (2) Two blue card signatures will result in probation.
  - (3) Members who receive in school suspension or out of school suspension will be placed on probation.
- c) Service Probation required when a member fails to turn in the log of required service hours on or before the posted due date each trimester.
- d) Participation Probation required when members miss more than 1 meeting per trimester (without appropriate communication and prior approval).

**2. Probationary Consequence**

- a) Probation will extend to the end of the current trimester or at the discretion of administration and/or the advisers. Advisers, faculty council, and administration will review the student's requirements at that time and reach out

to the student and parents with "next step" instructions

3. **Behavioral incidents** occurring within the third trimester of the year may prevent the student from being allowed to receive recognition at the end of the school year (8th graders).

### C. Dismissal

#### 1. Probation Dismissal

##### a) All areas (academic, service, conduct)

- (1) Students who are below the requirements at the end of the probationary trimester will be provided with instructions on due process. Students will have the opportunity to appeal their case in writing or in person to the Faculty Council.
- (2) The Faculty Council will deliberate and make a decision on whether the student will be dismissed from NJHS and not be eligible for reinstatement. Administration has the final say on dismissal.
  - (a) If the Faculty Council votes to allow the student to remain in NJHS, the student's grades/conduct will be reviewed again at the end of the current trimester.
- (3) Students and parents will be notified of the decision.
- (4) At this time, if the student wishes to appeal the decision, he/she will need to contact the principal.

#### 2. Conduct Dismissal

- a) Any behavioral/disciplinary incident occurring while a member is on probation is grounds for immediate dismissal per advisers' discretion.
- b) Behavior issues of a severe nature, as decided by administration, may result in immediate dismissal from NJHS.
  - (1) Incidents will be reviewed by the advisers, faculty council, and administration.
  - (2) The decision for dismissal will be determined by the administration and will be final.

#### 3. Graduation Exercises

1. The advisers, faculty council, and administration will review all 8th grade students who have been on probation during the school year. This review will determine the graduating student's eligibility to receive NJHS recognition at the end of the school year.

**D. Resignation**

1. The advisers must be notified in writing of the member's desire to resign from NJHS. Said letter must be co- signed by the member's parent/guardian.
2. Any member who chooses to resign must relinquish any certificate, pin, or other NJHS paraphernalia.
3. Membership resignation is permanent and final.

**E.** Resignations and dismissals will be documented in the official school records.

**ARTICLE VI: OBLIGATIONS OF MEMBERS**

1. Annual dues for this chapter shall be \$20. NJHS dues will be charged to the student's FACTS accounts after the first meeting.
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 Junior Honor Society.
3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.
4. Members are expected to maintain a cumulative 3.5 GPA (3 A's and 2 B's; 4 A's and 1 C) in the core classes (religion, ELA, science, social studies, and math).
5. Members are expected to regularly attend meetings. Meetings will be held (primarily) on one select Tuesday of each month after school from 3:00-3:30 P.M. Meeting dates will be announced in advance. If members are unable to attend a meeting, the student and the parent must notify the advisers and check with them to see what was missed.
6. Members are required to complete and log 12 hours of service each trimester. Service at organizations outside of SCBCS need to be completed outside of the regular school day. Students are not permitted to miss instructional time to complete outside service hours. If a student misses instructional time to complete outside service hours, the hours will not count towards their trimester requirement.
7. Creating posters and donations can only make up 6 hours of the total 12 hours of service required.