

St. Charles Borromeo Catholic School

National Junior Honor Society

Maintaining Membership

I. Probation, Dismissal and Resignation

A. Responsibility of the Advisers

1. Advisers and 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. Adviser 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 letter.

B. Probation

1. Circumstances for probation

- a) Academic Probation required when GPA drops below 3.5 (3-A's/2-B's or 4-A's/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 immediate 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/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 then 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) A conference between parent, student, adviser, and administration will be set.

(3) The decision for dismissal will be determined by the administration and will be final.

3. Graduation Exercises

- a) The advisers, faculty council, and administration will review all students who have been on probation during the school year. This review will determine the student's ability 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.