



Riverview Charter School Chapter of the  
National Junior Honor Society

## INVITATION TO APPLY

Dear \_\_\_\_\_,

On behalf of Riverview Charter School, we are proud to extend you an Invitation to Apply for membership in the National Junior Honor Society. Eligibility is determined by your **cumulative grade point average, which must meet or exceed our chapter's standard of Scholarship of a ninety-three percent (93%) in your core content classes.** You can be proud of this personal accomplishment, which serves as the first step in our chapter's application process.

To apply, please submit a completed Candidate Packet for review and consideration by our Faculty Council. In addition to the Scholarship standard you've already met, membership in NJHS is also based on standards of Leadership, Service, Citizenship, and Character. An explanation of what our chapter looks for in each of these other areas is included in the pages that follow. We encourage you to **carefully** review all of the attached information with your parents/guardians.

### Your completed candidate packet must include:

1. **NJHS Resume.** This must be typed or printed neatly in blue or black ink. We recommend you make a copy of this form before you begin. We have included a rubric on how your resume will be evaluated.
2. **Subjective Letter.** The letter must be hand-written in blue or black ink and should follow a business letter format. This is a one-page letter in which you display how you currently represent the characteristics of NJHS and how you can use these qualities to contribute to the overall success of the organization. Refer to the rubric for criteria.
3. **Teacher Evaluations.** You must request two (2) current Riverview Charter School faculty members to complete a Teacher Evaluation. A minimum of one (1) form must come from a current core content teacher. **Please be mindful of your teachers' schedule and allow sufficient time for them to complete the Teacher Evaluation Form.** The last day to give evaluation forms to teachers is **Friday, March 31, 2017.** *Teachers will return completed evaluations directly to Mrs. Duffy prior to 3:00pm on Thursday, April 6th.*
4. **Signature Form.** As you give each teacher your evaluation, please ask him or her to **initial and date** the Signature Form verifying that they received your request. After you have completed your NJHS resume and subjective letter, you and your parent need to sign that the information is true, accurate, and complete.

### For your records:

1. **Riverview Charter School Chapter of the National Junior Honor Society Bylaws.** This is your copy for reference. Please read the bylaws for details on the selection process.
2. **Student Evaluation Rubric.** For your information. This rubric is used to determine the most qualified students for National Junior Honor Society membership.
3. **Important Dates.** NJHS members are required to attend a monthly meeting held on the 3<sup>rd</sup> Tuesday of each month. In addition to our monthly meetings, we will have practice meetings for our induction ceremony. Please mark your calendars now!

*All completed packets must be turned in at one time - partial packets cannot be accepted* **Completed Candidate Packets are due to Mrs. Freeman before 3:00p.m. on Thursday, April 6, 2017.** If you need additional packet materials/copies, they can be printed from the NJHS page of the Riverview Charter School website (<http://www.riverviewcharterschool.org/student-organizations.html>).

Notification letters will be mailed to all applicants during the week of April 17, 2017.

Please make sure to follow all directions exactly and pay close attention to deadlines. ***Your cooperation in meeting these deadlines is an indication of your responsibility and your commitment to becoming a member of our chapter.*** Please direct any questions to Mrs. Erica Freeman ([efreeman@riverviewcharterschool.org](mailto:efreeman@riverviewcharterschool.org)) and Mrs. Shannon Duffy ([sduffy@riverviewcharterschool.org](mailto:sduffy@riverviewcharterschool.org)).

We wish you success in this and all your endeavors!

Mrs. Freeman and Mrs. Duffy



Riverview Charter School Chapter of the  
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Chapter Co-Advisers, Riverview Charter School NJHS

**STUDENT RESUME**

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Leadership:** Please list a minimum of three leadership experiences that you have had, either in or out of school (minimum 2 within Riverview). You may include elected leadership positions as well as appointed positions. Please include the name of a contact person for verification purposes.

<b>Leadership Role/Description</b>	<b>Contact Person</b>	<b>Phone Number</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**Service:** Please list a minimum of three service experiences that you have had, either in or out of school (minimum 2 within Riverview); include any service for which you have not been compensated. Please include the name of a contact person for verification your service.

<b>Service Description</b>	<b>Contact Person</b>	<b>Phone Number</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____



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**STUDENT RESUME**

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Citizenship/Activities:** Please list extracurricular activities you have been involved in, as well as the dates of your involvement. You may also include any awards you have received.

Activity Description	Dates	Contact Person	Phone Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

**Discipline Record:** To the best of your knowledge, please list the number of disciplinary infractions that you have received during the 2016-2017 school year. You may use the space below the infraction, if you wish to explain the circumstances (optional). *Please note: ARTICLE VI, Section 2. Students cannot have excessive absences, excessive tardies, any suspensions, excessive detentions or adverse input from faculty review.*

\_\_\_\_\_ **Lunch Detention**

\_\_\_\_\_ **In School Suspension**

\_\_\_\_\_ **Office Referral**

\_\_\_\_\_ **Out of School Suspension**



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**SIGNATURE FORM**

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Dear NJHS Candidate:** As you give each teacher your evaluation form, ask him or her to sign and date the appropriate box. This will verify they received your evaluation on time. *Teacher Evaluation Forms are due to teachers by 3:00p.m. on Friday, March 31, 2017.*

Class & Teacher	Date Received	Teacher Signature

**Signatures**

I understand that completing and submitting this form does not guarantee selection to the National Junior Honor Society. I certify that the information contained in this information packet is true, accurate, and complete. If selected, 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.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/we have reviewed the full Candidate Information Packet provided to us by the chapter. In addition, I/we have read the information submitted by my son/daughter on this form and can verify that it is true, accurate, and complete.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred method of contact (check one and fill in the blank):

Parent phone number(s):

\_\_\_\_\_

Parent e-mail:

\_\_\_\_\_

The chapter requests this contact information so that we can notify you regarding important details.



Riverview Charter School Chapter of the  
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**TEACHER EVALUATION**

Name of Candidate: \_\_\_\_\_

The student listed above meets the academic requirements for membership in the National Junior Honor Society. In addition to completing the student application, **students must request two teacher recommendations, one of which must be from a current core content teacher.** Selection for membership is determined by the Faculty Council and is based on outstanding scholarship, citizenship, character, leadership, and service. Please take a few moments and rate this student in each of the following five categories. The behaviors listed below each trait are merely guidelines to help you determine if the student meets the criteria for each one. Please use your own best judgment. Thank you for your time.

1 – Never demonstrates this quality

3 – Usually demonstrates this quality

2 – Occasionally demonstrates this quality

4 – Always demonstrates this quality

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>CHARACTER</b>				
Displays an understanding of right/wrong				
Makes appropriate choices				
Treats others with respect				
<b>SCHOLARSHIP</b>				
Displays academic effort				
Appreciates value of education				
Maintains high expectations of self				
<b>LEADERSHIP</b>				
Displays actions of role model				
Leads by example				
Promotes school activities				
<b>SERVICE</b>				
Displays willingness to help others				
Assists those around them				
Understands value of serving others				
<b>CITIZENSHIP</b>				
Upholds school rules				
Displays appropriate behavior				
Appreciates spirit of community				

Name of teacher: \_\_\_\_\_ Grade and Subject taught: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Teachers: Please return this form to Shannon Duffy by Thursday, April 6, 2017.*

**Forms are not to be returned to students.**



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**TEACHER EVALUATION**

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Displays appropriate behavior				
Appreciates spirit of community				

Name of teacher: \_\_\_\_\_ Grade and Subject taught: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Teachers: Please return this form to Shannon Duffy by Thursday, April 6, 2017.***

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## STUDENT EVALUATION RUBRIC

### Student Resume:

Minimum of three leadership roles in which you held	0 - 7 points
Minimum of three community service activities in which you participated	0 - 7 points
Minimum of three extracurricular activity/club in which you participate	0 - 7 points
Additional activity listed in any of the three areas	0 - 7 points
<b>Total Points Possible</b>	<b>0 - 28 points</b>

### Subjective Letter:

Correct business letter format is used	0 - 2 point
Explain how you currently represent the characteristics of NJHS (1 point for each characteristic)	0 - 5 points
Explain how you can use your qualities to contribute to NJHS	0 - 5 points
Overall quality of writing	0 - 5 point
<b>Total Points Possible</b>	<b>0 - 17 points</b>



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**IMPORTANT DATES**

Friday, March 31, 2017– *The last date to request Teacher Evaluations*

Thursday April 6, 2017 – *Application deadline*

Week of April 17, 2017 – *Notification letters will be mailed to all applicants*

11:45am. – 12:10p.m. (Recess) Monday, April 24, 2017 – *Practice for NJHS Induction Ceremony*

11:45am. – 12:10p.m. (Recess) Tuesday, April 25, 2017 – *Practice for NJHS Induction Ceremony*

11:45am. – 12:10p.m. (Recess) Wednesday, April 26, 2017 – *Practice for NJHS Induction Ceremony*

6 p.m. – 7 p.m. Thursday, April 27, 2017 – *NJHS Induction Ceremony*

3:00p.m. – 4:00p.m. Tuesday, May 16, 2017 – *Chapter meeting in Mrs. Duffy's room. Parents should pick up from the Front Office.*