



Harrison High School Chapter  
of the National Honor  
Society  
*Candidate & Member  
Handbook*





**HARRISON HIGH SCHOOL CHAPTER OF THE NATIONAL HONOR SOCIETY**  
**CANDIDATE AND MEMBER HANDBOOK**

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**Introduction & Welcome**

*The Faculty Advisory Committee of the Harrison High School Chapter of the National Honor Society congratulates you for being considered as a candidate for membership into the National Honor Society. The National Honor Society's purpose is to promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service.*

*Membership and induction into the National Honor Society is a special honor, and as such, induction into the Honor Society is only possible after a successful review and subsequent invitation from the Harrison High School Faculty Advisory Committee (HHS FAC). While completion of the prerequisites described in this handbook is mandatory, their completion **does not guarantee** induction into the Harrison High School Chapter. Upon your completion of all the prerequisites and the candidacy period, HHS FAC will convene to review and evaluate each candidate's qualification for membership. The HHS FAC will consider evidence of each candidate's prior offerings as well as his/her potential for continued contributions in the areas of leadership, character, service, and scholarship. A formal invitation of induction will be issued to the successful candidates immediately following the HHS FAC candidate review meeting.*

*It is expected that inductees will remain in good standing, adhering to and surpassing the requisites for membership, throughout their remaining time at Harrison High School. Failure to do so will result in suspension and/or possible expulsion of membership.*

*This handbook provides the candidate, as well as inducted members, a reference concerning expectations for HHS NHS candidates and members. In addition, the handbook also provides important deadline information and contains log sheets that will be vital for candidates and members for partial fulfillment of membership requisites.*

*For those new HHS NHS candidates, congratulations again on your candidacy – we look forward to learning more about you and your contributions to your classes, your peers, Harrison High School, and the greater Harrison community. For those inducted members of the society, we look forward to your continued excellence.*

*Sincerely,*

*Adrienne Sheffield and Janessa Wilson*

*HHS NHS Faculty Advisors and Members of the Faculty Advisory Committee*

## ***Prerequisites***

Below are listed the prerequisites of candidacy for induction into, and maintenance of good standing in the Harrison High School Chapter of the National Honor Society.

1. Entry into the HHS Chapter of the NHS is limited to Juniors and Seniors. However, Freshmen and Sophomores wishing to apply in the future should begin planning to meet the prerequisites for admission during their Junior/Senior years.
2. Candidates and members must possess at all times an overall, cumulative, weighted GPA of at least 90%.
3. Candidates and members must have, and be able to show evidence for on-going involvement in charitable, voluntary service. Any service project must be pre-approved by the candidate's/member's NHS faculty mentor. Any service project is expected to be part of a candidate's/member's ongoing dedication to charitable service. Monthly service project log sheets are to be completed by both the supervisor of the charitable service and the candidate and submitted to the candidate's/member's faculty mentor each month. (Please see service logs.)
4. Candidates must fully complete and submit, prior to the associated deadlines, part one and part two of the application. **Part One Application and instructions will be emailed to you and posted on Google Classroom during the first full week of school in September.**
5. In addition to their individual service project, each candidate shall be required to effectively participate in one or more HHS NHS chapter service projects each academic year that may arise. These projects shall fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible and be well planned, organized, and executed.

## ***Application Process***

The NHS Application process at Harrison High School is a multi-step process that occurs over a three month period. Each applicant's success in the four pillars of NHS (scholarship, leadership, character and service) are evaluated by the applicant's Faculty Mentor who will or will not recommend the applicant for membership. The Faculty Mentor speaks for

the applicant at the Faculty Committee Recommendation meeting that occurs at the end of January. If the Faculty Mentor has reservations, he/she will bring them to the committee who will make the final decision.

The applicant's responsibilities include:

1. **For Scholarship:** Applicants must maintain a 90% weighted GPA throughout the application year. GPA's are checked twice a year, at the end of semester 1 and at the end of semester 2
2. **For Leadership:** Once they have passed Part 1 of the application process, applicants are to request a letter of recommendation be completed by three of their teachers. These teachers can be from Junior or Sophomore year only for Junior applicants and from Senior or Junior year only for Senior applicants and must be someone who knows the applicant's academic and classroom abilities. **In order to give teachers enough time to complete recommendations, requests must be made prior to December 15th and not later.**
3. **For Character:** Applicants must initiate the first contact with their faculty mentor and maintain contact with their advisor every month by scheduling and attending meetings on time each month. The mentor's role is to get to know the applicant and speak for them at the Faculty Committee Recommendation meeting in January and to answer any questions the applicant may have. The mentor also collects all of the applicant's paperwork and maintains their application folder. If an applicant does not work with their mentor in a successful way, the mentor cannot speak to the applicant's character in a positive manner.
4. **For Service:** the applicant is required to complete a **minimum of 12 hours of community service** over the course of the three month (Oct - Dec) application process. That breaks down to 4 hours a month. Service hours **MUST BE DONE EACH MONTH** to show your commitment to service. The applicant **must also commit to continued service** for the remainder of the school year at a minimum of 3 hours per month for a total of **30 hours for the school year.**

***Also important is the applicant's ability to meet deadlines. All deadlines are hard deadlines, meaning paperwork is due when requested and exceptions cannot be made for any reason. Computer and Wi-Fi issues are NOT excuses for handing anything in late. For this reason it is recommended that applicants be proactive and complete their requirements early.***

## ***Application Appeal Process***

A candidate that is denied admission to the HHS Chapter of the NHS for admission during their junior year may re-apply for admission during their senior year. In addition, applicants denied admission to the HHS Chapter in any academic year may petition the Faculty Advisory Committee for a review of their applications. Information regarding how to appeal will be provided in an email to the candidate. The candidate can then appeal in writing to provide the Faculty Advisory Committee with **additional evidence** that may warrant a review of the candidate's application and could result in a reversal of the committee's original decision.

## ***National Honor Society Membership Pledge***

***It is important that all candidates realize the amount of effort and due diligence that is required of the application process.*** As candidates prepare for application to the society, they are establishing evidence and edifying their abilities to meet the ideals inherent in the NHS pledge provided below. ***Successful applicants will be constantly challenged to meet the ideals inherent in this pledge*** and they will ultimately promise to do so when they are inducted into the society.

Inducted members of the society must also realize that once they have made this pledge, great expectations will be placed on them to continuously uphold the promises embodied in the pledge.

“I pledge myself to uphold the highest purposes of the National Honor Society, to which I have been elected; I will be true to the principles for which it stands, and will maintain and encourage high standards of scholarship, service, leadership and character.”

## ***Ethics & Honor Code***

***Noblesse Oblige*** - the moral obligation of those blessed with abilities to act with honor and benevolence - is the motto of the National Honor Society. All candidates and inducted members of the society are expected to be leaders amongst their peers. Furthermore, such individuals are expected to display and model the high ideals of scholarship, academic integrity, and honesty. With such expectations, it follows that all candidates and members of the honor society shall be required to attend to, to uphold, and to model the codes of academic and personal conduct set forth in the Harrison High School Student Handbook.

## ***Attendance at Required Meetings***

***It is expected that all candidates and members attend all required HHS NHS meetings.*** Attendance will be taken at HHS NHS meetings.

Dates for HHS NHS meetings will be provided in advance so that individuals can make the necessary accommodations in order to attend these meetings. The scheduling of meetings will be made with the consideration of other school-based events in attempts to limit conflicts that candidates and members may have. It is expected that all candidates engaged in sport-related practices or after school clubs will attend HHS NHS meetings and then proceed to their practices or club activities. Exceptions to attendance will be given if candidates or members have interscholastic games/meets coincidentally scheduled with HHS NHS meetings. Candidates/members being excused for interscholastic games/meets must notify their mentors prior to the required NHS meeting they will be missing.

Absences will be followed with written warning to the candidate. Any on-going pattern of absences will precipitate a review for the nullification of the candidate's application and/or a dismissal of the member from the HHS NHS chapter.

## ***Calendar (Timelines & Deadlines)***

### **Calendar for Candidates Applying to NHS:**

#### **September**

- Administrative notification of NHS application process during after school meetings and email. Students receive cumulative GPA, transcript and current class schedule
- A completed ***Application - Part One (ALL parts)*** due to **Google Classroom by 2:30 pm on the last school day in September**

#### **October**

- Candidates assigned faculty mentor (early October)
- Candidates initiate first meeting with faculty mentors to discuss expectations of Application - Part Two found on Google Classroom
- Candidates provide mentors with any updated contact information/community service information

- Community Service monthly log due to mentor by last school day of month

### **November**

- Candidates meet with faculty mentor and discuss application criteria and requisites
- Community Service monthly log due to mentor by last school day of month

### **December**

- Candidates meet with faculty mentor and discuss application criteria and requisites
- Community Service monthly log due to mentor by last school day of month
- **Requests to teachers for recommendation letters completed by December 15**

### **January**

- **Application - Part Two (found on Google Classroom)** is due to candidate's faculty mentor on paper by 2:30 pm the first Friday of January **AND** submitted to Google Classroom by the same due date
- Community Service monthly log submitted on Google Classroom once membership has been conferred.

### **February**

- Candidates notified by email of successful acceptance to NHS membership. Notification through Remind for when email is sent.
- Community Service monthly log due by last school day of month to Google Classroom (be sure January is submitted as well)

### **March**

- Community Service monthly log due by last school day of month to Google Classroom

### **April**

- New members attend dress rehearsal for Induction Ceremony (TBD)
- NHS Induction Ceremony at High School (arrive at 6:30 pm)
- Community Service monthly log due online on Google Classroom by scheduled due date

### **May and June**

- Community Service monthly log due online on Google Classroom by scheduled due dates

### **July & August**

- Members continue to complete Community Service logs online by scheduled due date
- Members notify Faculty Advisor (Ms. Sheffield or Mrs. Wilson) by email concerning any changes relevant to sustained membership in NHS (*e.g.* contact information changes, service project changes, academic issues, etc.)

## **Calendar for Inducted Members of the HHS NHS:**

### **September**

- Members attend NHS meeting with Ms. Sheffield and Mrs. Wilson to review procedures for continued membership during the upcoming school year ( 3rd week of September)
- July & August Community Service logs due by end of first week of school on Google Classroom
- Community Service monthly log for September due on Google Classroom by last school day of month

### October

- Community Service monthly log due on Google Classroom by last school day of month
- Attend any scheduled meetings regarding group fundraiser

### November

- Community Service monthly log due on Google Classroom by last school day of month
- Attend any scheduled meetings regarding group fundraiser

### December

- Community Service monthly log due on Google Classroom by last school day of month
- Attend any scheduled meetings regarding group fundraiser

### January

- Community Service monthly log due on Google Classroom by last school day of month
- Attend any scheduled meetings regarding group fundraiser

### February

- Community Service monthly log due on Google Classroom by last school day of month
- Attend any scheduled meetings regarding group fundraiser

### March

- Community Service monthly log due on Google Classroom by last school day of month

### April

- Attend or participate in NHS Induction Ceremony at High School - **MANDATORY**
- Community Service monthly log due to on Google Classroom by last school day of month

## ***Dismissal from Society***

When the HHS FAC finds that one of its members has either fallen below the standards by which the member was selected, violated school rules or the law, or has failed to meet one or more of the established obligations of membership, it may be necessary to pursue disciplining the member. The HHS FAC, in compliance with the rules and regulations of the National Honor Society, is the initial arbiter of member dismissal. Members who fall below the selection standards shall be promptly warned in writing by the HHS FAC and provided with a reasonable amount of time to correct the deficiency. However, a member does not have to be warned if s/he commits a flagrant violation of school rules or the law. The HHS FAC shall determine when an individual has exceeded a reasonable number of warnings – an occurrence which will result in dismissal from the society.

In all cases of a pending dismissal, a member shall have a right to a hearing before the HHS FAC. For purposes of dismissal, a majority vote of the HHS FAC is required. A dismissed individual may appeal the decision of the HHS FAC to the high school principal. Subsequent to the principal's decision, a dismissed individual may pursue an appeal process that follows the school district protocols ascribed for disciplinary appeals.

## ***Harrison High School NHS Officers' Responsibilities***

### ***President***

- *Public Relations – be the face of NHS*
- *Assist with Induction Ceremony for incoming members*
- *“Point Person” for advisors: take care of little jobs that come up (ex: contacting members, writing emails)*
- *Organize and run chapter level community service projects (blood drives/charity events, etc. (when possible))*

**Vice-President**

- Take meeting notes, type-up and email within 48 hours of meeting to advisors
- Track meeting attendance
- Assist with Induction Ceremony for incoming members
- Assist president as needed

**Treasurer**

- Work with President and Vice President to determine and organize fundraising events
- Track fundraising attendance
- Collect and deposit monies into NHS account
- Assist with Induction Ceremony for incoming members

**MONTHLY COMMUNITY SERVICE LOG SHEET FOR THE MONTH OF:**

Date Submitted to Mentor:

Student Name:

Name of Service Project Advisor

Name of Organization associated with project (if applicable)

Service Project's phone number

Service Project's address

Number of hours served this calendar month

Dates served this calendar month

Brief description of activities completed during this calendar month