

**Perryville High School
National Honor Society**

**Member
Handbook
2023 - 2024**





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Membership Guidelines

I. Basic Guidelines

- A. Maintain at least a 3.5 GPA during the entire membership period.
- B. Complete 20 service hours before graduation each year.
 - 1. 5 service hours per marking period.
 - 2. Any service completed over the summer will count toward first marking period requirements
 - 3. Members are encouraged to earn more than 5 per marking period
 - 4. Service hours do not carry over from one marking period to the next
- C. All Perryville High School obligations must be met to maintain membership
- D. All PHS NHS members are required to pay yearly dues of \$20.00.
 - 1. Dues must be paid by the end of the first quarter
 - 2. Any student with financial difficulties must see the advisor immediately.
- E. All members must have a membership contract signed by themselves and a parent/guardian. This will be kept on file during their entire school membership

II. Obligations and Activities

- A. Attend monthly meetings, which are typically the third Tuesday of each month. (more than 2 unexcused meeting absences will need to be made up with additional service hours to avoid probation)
- B. Participate in community, group, and individual service projects
- C. Maintain high standards of behavior/character:
 - 1. Academic honesty
 - 2. Obeying the law
 - 3. Not falsifying any documents such as passes, homework, etc...
- E. Participate in all fundraising and ceremonial activities unless previously approved not to participate.
- F. Assist with honor roll assemblies, graduation, and various other school functions.
 - G. Serve as role models and mentors to other students.



**PERRYVILLE HIGH SCHOOL NATIONAL HONOR SOCIETY
MEMBERSHIP CONTRACT**

I, _____, as a member of the Perryville High School National Honor Society Chapter #148415, promise to uphold the standards of scholarship, leadership, service and character. I will uphold school rules and unwritten rules of honor.

Specifically, this means that I will **not**:

- Copy or lend homework
- Give or receive test or quiz information either before, during, or after the assessment
- Plagiarize either from another student, a published or non-published source, or from a computer-generated source
- Ask for or offer information from a test or graded assignment obtained either as a teacher’s aide, an independent study student, or by any other means
- Lie, overtly or by omission, either verbally or in writing about absences during or outside of school
- Falsify any pass, grade, or computer-kept records
- Falsify any record of NHS service requirements, including signatures, hours, phone numbers, etc...
- Use any badge, pass, or privilege (aide, peer helper, independent study, etc...) in a manner unrelated to its official use
- Take advantage of a teacher, coach, or counselor trust in any way
- Bully or disrespect any individual in school or in the community

Regarding local, state, and federal laws, I understand that I will not:

- Participate in the use of illegal substances, including alcohol

I understand that although there is no written “morals clause” in the NHS national or local constitution, part of my pledge of honor implies adherence to school and community standards of honorable behavior.

This list is *not* meant to be all-inclusive. It is a sample of types of actions that not only tarnish your own reputation, but that of all the members of the PHS National Honor Society as well as the national organization.

I understand that I was inducted into the National Honor Society because, in addition to fulfilling the requirements of scholarship, service, and leadership, I have consistently demonstrated a high moral character in both words and behaviors. I understand that I will continue to maintain these standards of honor and integrity. Additionally, I will abide by the rules delineated in the Perryville High School National Honor Society’s constitution and in the handbook for Cecil County Public Schools. I understand the requirement of maintaining a GPA of at least a 3.5.

I clearly understand and agree to follow the standards both written and implied by this contract. If I do not, I know that I am subject to suspension of membership and its privileges, or forfeiture of membership.

Member’s signature: _____ Date: _____

Parent/guardian’s signature: _____ Date: _____



**Perryville High School
National Honor Society
Declaration of Intent to Run for Office**

Carefully complete this form to declare your intent to run for one of the officer positions of the PHS National Honor Society. Please consider the amount of time you have available to devote to the job. Officers meet the week before each monthly meeting and occasionally during other times of the month. The officers often have individual duties and report back to the group during meetings. Officers are role models for the rest of the group as well as the entire school. Students who run for office must have never been on probation for NHS. Officers who receive probation will be removed from office.

President – (must have been an NHS member for at least a semester) represents the school and community, runs all meetings, arranges for speakers, etc...

Vice-President – in charge of all volunteer service hours

Secretary – responsible for all written communication, thank you notes, and creation of monthly meeting agendas

Treasurer – handles and records all finances

Historian – creates the yearly scrapbook, must be willing to have the photos developed (will get reimbursed when necessary)

Please complete the bottom of this form and return it to the advisor by the end of the day on _____. The ballots will be made and all juniors and sophomores are eligible to vote for the officers for the upcoming school year. On _____, be prepared with a 2 – 3 minute speech for your fellow members describing how you are the best candidate for the position.

I, _____, am declaring my candidacy for the office of

President Vice-president Secretary Treasurer Historian

for the Perryville High School chapter of the National Honor Society. I feel I am qualified for the position and promise to dedicate time to do the job well.

Three teacher signatures are required. These teachers are supporting my decision to run for office and agree I have the skills needed for the job.

1. _____
2. _____
3. _____



Meetings

I. Attendance

- A. Each member should attend each monthly meeting (about 9 per year).
- B. If a member is not present at any one meeting, he or she must have a valid excuse as to why he or she was not present.
 - 1. An excused absence from school will be viewed as an excused absence from the meeting
 - 2. Excused absences also include: academic class requirements and sporting events
 - 3. Written documentation must be supplied if absent from a meeting.
Example: printed athletic schedule, note from coach or teacher, absence note with code, etc...
- C. Proper action will be taken for those members who have *unexcused* absences from meetings.
 - 1. First absence: verbal warning
 - 2. Second absence: written warning
 - 3. Third absence: member will not be allowed to participate in NHS activities, such as inductions and placed on probation until additional service hours are completed to make up missed time

II. Agendas

- A. Agendas will be given out to each member at each meeting.
- B. They include new information that every member must know.
- C. If a member has something they would like to have on the agenda, see an officer prior to the officer's meeting the first Wednesday of each month.

Service Hours

I. Requirements

- A. Members must complete at least 10 service hours each semester
- B. Any service completed over the summer will count toward first semester requirements
- C. Members are encouraged to earn more than 10 per semester
- D. Service hours do not carry over from one marking period to the next
- E. Service hours are transferable between other honor organizations within PHS.
- G. Service hours include:
 - 1. Nursing home or hospital visitation
 - 2. Feeding the homeless or working at soup kitchens
 - 3. Clothing and food drives
 - 4. Yard work
 - 5. Non-paid childcare for children not related to the member
 - 6. Community improvement (i.e. painting, cleaning, etc.)
 - 7. Tutoring outside of the immediate family
 - 8. Fundraising for non-profit organizations
 - 9. Other activities must be approved by an advisor



- H. Service hours *do not* include
1. Fundraising for NHS
 2. Tutoring or babysitting family members
 3. Activities for classes in which the member earns academic credit

According to the National NHS constitution:

Article XIV: Activities

Section 1. Each chapter shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics: Fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.

Section 5. Each chapter shall publicize its projects in a positive manner.

- I. Students must maintain at least a 3.5 GPA. If a student drops below 3.5 OR fails a course, they have one marking period in which to bring up the grade. If a senior fails a course in the second semester, they will not be able to wear a stole at graduation.

II. Consequences

- A. If a senior member fails to complete service hour requirements by May 5, this will result in the inability to wear a stole during graduation ceremonies.
- B. Any member placed on probation loses the ability to run for NHS office. Any current officer that is placed on probation will lose their position.



Inductions

I. Planning Steps

- A. Current members will form committees to plan
 1. Decoration
 2. Entertainment/food set up
 3. Program creation
- A. Each inductee will have a folder beneath their seat containing a membership card, certificate, program, and any other mementos deemed appropriate for the ceremony.
- C. Rehearsal will be after school the day before the induction ceremony
- D. Inductees will receive either a corsage or a boutonniere of blue and gold

II. Procession

- A. The president, the principal and four other officers induct new members.
- B. At the front of the room, there is to be a table with a candle holder for each inductee. There should also be four other candles representative of scholarship, leadership, service, and character.
- C. Officers, sponsors, and principal should enter first, followed by current members, and then the inductees. Members and inductees should stop generally at every other row or other set interval.

III. Ceremony

- A. The president should give a greeting and explain the purpose of the ceremony, as well as a brief review of the chapter's history.
- B. The president will then call the names of the inductees and they will light their candles, place them in the holders, and sign their names in the chapter's book.
- C. The speeches then begin
 1. The president will begin with the following opening statement:

The membership of the Perryville Chapter of the National Honor Society has been earned by the effective demonstration of the four qualities held in high esteem by the Society. Four of our officers will review these qualities for the candidates.
 2. The president will say, "Scholarship," and the officer who represents "Scholarship" will read the following description:

Scholarship means a commitment to learning. A student is willing to spend hours in reading and study, knowing the lasting benefits of a cultivated mind. We should continue to learn even when formal education has ended, for education ends only with the end of life.

Knowledge is one great element in life, which leads to the highest success, and it can be acquired in only one way--through diligence and effort. Learning furnishes the lamp by which we read the past, and the light, which illuminates the future. Candidates have the charge to continually expand their world through the opportunities inherent in scholarship.

3. The president will say, "Leadership," and the officer who represents "Leadership" will read the following selection:

Leadership should exert a wholesome influence on the school. In taking the initiative in class and school activities, the real leader strives to train and aid others to attain the same objective.



The price of leadership is sacrifice--the willingness to yield one's personal interests for the interest of others. A leader has self-confidence and will go forward when others hesitate. No matter what power and resources may exist in a country, they are ineffectual without the guidance of a wise leader. Leadership is always needed; this, to lead is a substantive charge to each of our members.

4. The president will say, "Service," and the officer who represents "Service" will read the following selection:

My office is service. Service can be described in various ways. In the routine of the day's work, many opportunities arise to help others. Willingness to work for the benefit of those in need, without monetary compensation or without recognition, is the quality we seek in our membership. We are committed to the idea of volunteering our time and abilities to the creation of a better tomorrow.

5. The president will say, "Character," and the officer who represents "Character" will read the following selection:

Character is the force within each individual, which distinguishes that person from others. It gives each one individuality. It is that without which no one can respect oneself, nor hope to attain the respect of others. It is this force of character, which guides one through life and, when once developed, grows steadily. Character is achieved and not received. It is the product of constant action, daily striving to make the right choice. The problem of character is the problem of self-control. We must be in reality what we wish to appear to others. By demonstrating such qualities as respect, responsibility, trustworthiness, fairness, caring, and citizenship, we may hope to prove by example that we value character.

- D. If there is any entertainment for the ceremony, it should be done at this time.
E. The principal or other invited guest speaker is then introduced and may speak if he or she wishes.
F. The president then says: "The candidates will rise and repeat the following National Honor Society pledge. Please repeat after me."

I pledge to maintain high scholastic standing, to hold as fundamental and worthy an untarnished character, to endeavor intelligently and courageously to be a leader, and to give of myself freely in service to others. In so doing, I shall prove myself worthy of a place in the National Honor Society.

- G. At this time, the president explains the significance of the pin to inductees. Current members will have the pins and will place a pin on each new inductee.
G. The president then thanks all of those who participated and who were in attendance and dismisses all to a brief reception. Members and inductees leave in an organized manner to the reception area



Senior Section

I. Requirements

- A. Seniors must have 15 service hours by May 15 in order to wear the official NHS stole at graduation.
- B. All NHS commitments must be met before a student can receive an asterisk (*) next to their name in the graduation program to designate them as an active member of NHS. This means service hours should be completed *several weeks* prior to graduation, because this information is necessary before the actual graduation ceremony.

II. Refer back to "Membership Guidelines" for other requirements



VI. Discipline and Dismissal

This information was taken directly from the National Honor Society website.

Article X of the [NHS Constitution](#) covers the national policies for discipline and dismissal in full.

- Chapters are required to issue prompt warnings to members who fall below chapter standards and allow time for those warned to correct their behavior.
- As part of a member's due process rights, a hearing must be held in all cases of pending dismissal.
- The decision to dismiss a member from NHS requires a majority vote of the faculty council.
- Dismissed students have the right to appeal the faculty council's decision to the principal and, thereafter, under the same rules for disciplinary appeals in the school district.

Take the decision to dismiss seriously. Dismissed members are never again eligible for NHS or its associated member benefits.

PHS Chapter Discipline and Dismissal Guidelines

Although a student may receive consequences for infractions from the administration, faculty, or community, NHS members are held to higher standards than others by the very nature of the organization to which they belong. For any infraction of school or community rules and codes of conduct that comes to our attention, the following will be required in order to remain as a member:

- The student will be placed on probation for one month. This means that he/she may not participate in any activities organized by the National Honor Society.
- The student may be required to complete additional service hours during that month of probation. These hours are in addition to the hours already required by membership in the National Honor Society.
- The student will present a written apology to the offended party for their behavior (i.e., if the student cut class, he or she should apologize to the teacher whose class they cut).
- Students who have been placed on probation may not run for office the following year. If a student is a current NHS officer, they will be asked to step down.

DISCIPLINE PROCEDURES FOR STUDENTS WHO FAIL TO MAINTAIN NHS STANDARDS AND/OR HAVE AN UNSATISFACTORY PERIODIC REVIEW

Membership in the National Honor Society is awarded to those who work hard to exhibit good examples of character, leadership, service, and scholarship. You have been chosen because of your past achievement in these areas. The following information shows the policy required to maintain membership in the national Honor Society. To continue as a member, you must strive to uphold these four characteristics. Faculty members are aware of the goals of this organization and will attempt to help you become the best student you can be. Because of the high expectations and requirements of the National Honor Society, however, negative incidents can be reported to a faculty council to determine whether or not action should be taken. Regarding disciplinary offenses there are two possible actions. Serious incidents, which are substantiated will result in the member's removal from the society. Less serious offenses will result in the member receiving a letter of warning and being placed on probationary status for a reasonable amount of time to correct the deficiency. Grades of each member will be reviewed each marking period. You must maintain at least a 3.5 weighted GPA at the end of each semester. If not, you will receive a letter of warning and be given a reasonable



amount of time to correct the deficiency. The letter places the member on academic probation. Also, receipt of a grade warning, while on while on another form of probation, or vice versa, will result in dismissal. If the member's GPA is not improved to a 3.5 the member will be dismissed from the National Honor Society. Members are also expected to complete service hours each semester. Failure to complete service hours will result in a letter of warning and the member will be given a reasonable amount of time to complete the service hours. The letter places you on probation. If the service hours are still not complete, dismissal will result. According to the national constitution, a member removed from the roll is never again eligible for membership. To accentuate the positive, we do not anticipate any such problems arising, but each member must take responsibility for his/her actions and academic achievement. Unless otherwise notified, your receipt of this policy statement constitutes your acceptance and determination to uphold the goals of the National Honor Society.

If it has been determined that a student has failed to maintain one or more of the four standards, or if after a periodic review a member is found to be errant in one or more of the standards, the advisor and/or NHS faculty council chair will inform the errant member in writing of the nature of their violation and the date and time of the conference at which the student may present his or her explanation.

Depending on the nature of the violation, the conference may be only with the advisor or it may be with the entire NHS faculty council.

One to two days after the conference, the member will meet with the advisor(s) and/or faculty chair. At this time the student may be given either a verbal warning or a written warning, which notifies the member of the probation period given for improvement and the possible consequences for non-improvement.

At the end of the probation period stated in the written warning, that student may again be reviewed by the NHS faculty council to insure that no further violations have occurred.

At the end of the probation period, if no further violations have occurred, the member is again in good standing, however their written warning is kept on file.

If a member does not make the improvement in the specified time, that member is liable for whatever disciplinary measures are considered appropriate by the NHS faculty council. This could include suspension of certain chapter privileges, a second written warning (with probation) to go on file, resignation, or dismissal.

DISCIPLINE MEASURES FOR STUDENTS WHO FLAGRANTLY AND/OR CONSISTENTLY VIOLATE STANDARDS OF NHS

All members are liable for dismissal if they do not maintain the standards of scholarship, service, leadership, and character that were used as a basis for their selection.

Students are allowed limited warnings during their membership, but in the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required for dismissal.



DISMISSAL PROCEDURE

If the NHS faculty council believes that dismissal may be warranted, the council will thoroughly investigate before action is taken.

Members are notified in writing of the specifics of their flagrant or consistent violation in maintaining NHS standards and the possibility of dismissal. A hearing is then scheduled.

A parent/guardian may be present with the member but the primary focus of the hearing is to allow the member to present his or her case. Parents are not allowed to participate in the hearing.

If a member is dismissed, written notice of the decision will be sent to the member, his or her parents/guardians, and the principal.

The member must then surrender their NHS pin, certificate and membership card to the advisor. If a member is unwilling to do this, the matter will then be treated as a school disciplinary matter.

The dismissed member may appeal the dismissal.

A student who is dismissed and whose appeal, if submitted, is denied, may never again become an Honor Society member.

APPEALING A DISMISSAL

If a member chooses to appeal a dismissal, the member should first contact the principal. He or she will thoroughly investigate the actions that resulted in the dismissal of the member and will confer with the advisor and the NHS faculty council. The Principal's decision is final.

The National Council and the National Association of Secondary School Principals do not hear or make any decisions regarding appeals in dismissal cases.

During any appeal process, the member may not take part in any NHS activity nor is he or she allowed to wear the insignia, graduation stole, or any other NHS item indicating membership.

RESIGNATION

A student who resigns may never again become an Honor Society member. The student must then surrender their NHS pin, certificate and membership card to the advisor. The student may not take part in any NHS activity nor is he or she allowed to wear the insignia, graduation stole, or any other NHS item indicating membership.



**PERRYVILLE HIGH SCHOOL
NATIONAL HONOR SOCIETY
Candidate Evaluation Sheet
2022**

Candidate: _____

Category	Points Possible	Committee member #1	Committee member #2
School Activities	1 point for each year of each activity (points awarded at discretion of selection committee) Maximum of 5		
Service / Volunteer Activities	1 point for each 10 hours of service divide total hours by 10 (points awarded at discretion of selection committee) Maximum of 10		
Other Activities and Employment	1 point for each 20 hours of activity divide total hours by 20 (points awarded at discretion of selection committee) Maximum of 5		
Leadership Positions	1 point for each leadership position Maximum = 5		
Leadership (teacher rating average)	Leadership average Maximum = 5		
Character (teacher rating average)	Character average Maximum = 10		
Total	40 possible		
	<i>Committee member initials:</i>		

Comments:

Selection Committee Vote:

Should this person be inducted into the PHS National Honor Society?

YES

NO