



# Harrison High School Chapter of the National Honor Society

## Candidate and Member Handbook



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**HARRISON HIGH SCHOOL CHAPTER OF THE NATIONAL HONOR SOCIETY**



*Dear Students and Parents,*

*Congratulations on being considered as a candidate for membership into the Harrison High School Chapter of the National Honor Society.*

*The National Honor Society is the nation's premier organization established to recognize outstanding high school students. The National Honor Society serves to acknowledge students who have demonstrated excellence in the four pillars of character, service, leadership, and scholarship. National Honor Society members reflect and uphold these four pillars throughout their years in high school.*

*The motto of the National Honor Society is "Noblesse Oblige". This French expression, translated literally, means nobility obliges. In other words, gaining honorable status obliges or requires all members to fulfill their responsibility of service to others.*

*This Handbook includes information about the NHS purpose and selection process, as well as copies of the application and all related documents. Selection is competitive and, if selected, members must be willing to dedicate themselves fully to each of the four pillars.*

*If we can assist you in any way, please contact us at any time.*

*Sincerely,*

*Mrs. DiFiore & Mrs. Wilson  
NHS Advisors*

## Prerequisites for Candidacy

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. All service projects must be pre-approved by the candidate's/member's NHS faculty mentor. Monthly Community Service Verification 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.
4. Candidates must fully complete and submit Part One and Part Two of the application. **Part One of the Application will be posted on Google Classroom for you to complete.**
5. In addition to individual community service hours, each candidate shall be required to effectively participate in one or more Harrison High School NHS chapter sponsored service projects each academic year. 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.

## The Application Process

The NHS Application process at Harrison High School is a multi-step process that occurs over several months. Each applicant's success in the four pillars of NHS (scholarship, leadership, character and service) is evaluated by the applicant's Faculty Mentor who will or will not recommend the applicant for membership. Faculty Mentors speak on behalf of the applicant at the Faculty Committee Recommendation meeting that occurs during the month of February. 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. **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. **Leadership:** Once they have completed Part 1 of the application process. applicants are to request letters of recommendation from three of their teachers. These teachers must be from sophomore or junior year for Junior applicants and from junior or senior year for Senior applicants. Teachers making recommendations must be someone who knows the applicant's academic and classroom abilities. **In order to give teachers enough time to complete recommendations, requests should be made prior to December 15th.**

3. **Character:** Applicants must initiate the first contact with their Faculty Mentor and maintain contact with their advisor by scheduling and attending monthly meetings. The mentor’s role is to get to know the applicant and speak for them at the Faculty Committee Recommendation meeting and to answer any questions the applicant may have. The mentor also maintains the student’s application form by collecting Community Service Verification forms and Teacher Recommendations. It is important to work with your Faculty Mentor so he/she can effectively speak on your behalf at the Faculty Committee Recommendation meeting.

4. **Service:** The applicant is required to complete a minimum of 12 hours of community service (4 hours per month) over the course of the application process. Service hours should be completed each month in order to demonstrate your commitment to service. After the application process, applicants must also commit to continuing community service until the end of the school year at a minimum of 18 hours (3 hours per month) for a total of 30 hours for the school year.

### **Application Appeal Process**

A candidate that is denied admission to the Harrison High School Chapter of the NHS 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 application. Information regarding how to appeal will be provided in an email to the candidate. The candidate can then appeal in writing by providing 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**

The motto of the National Honor Society is “*Noblesse Oblige*,” defined as the moral moral obligation of those blessed with abilities to act with honor and benevolence.

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 as set forth in the Harrison Central School District Code of Conduct.

## **Attendance at Meetings**

It is expected that all candidates and members attend all the required Harrison High School NHS meetings. Attendance will be taken at each of these meetings.

Dates for required NHS meetings will be provided in advance so that individuals can make the necessary arrangements in order to attend these meetings. The scheduling of meetings will be made with the consideration of other school-based events in an attempt 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 NHS meetings and then proceed to their practices or club activities. Exceptions to attendance will be given if candidates or members have an inter-scholastic game/meet at the same time as the scheduled NHS meeting. Candidates and members being excused for interscholastic games/meets must notify their mentors prior to the required NHS meeting that they will be missing.

Unexcused absences will be followed up with a 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 Harrison High School Chapter of the NHS.

## Calendar of Timelines and Deadlines

### Calendar for Candidates Applying to NHS

<b>September</b>	<ul style="list-style-type: none"> <li>● Students &amp; parents receive Eligibility Letters via email</li> <li>● Mandatory National Honor Society Informational Meeting after school</li> <li>● <b>Application - Part One</b> submitted on Google Classroom by the last school day in September.</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>● Candidates assigned a Faculty Mentor</li> <li>● Candidates initiate introduction to and schedule their first meeting with their assigned Faculty Mentor. Items that should be discussed include Application - Part Two and candidate's intended organization/activity for their community service hours</li> <li>● <b>October Community Service Verification Form</b> submitted to candidate's Faculty Mentor by end of month</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>● Candidates meet with Faculty Mentor to discuss application criteria and requisites</li> <li>● <b>November Community Service Verification Form</b> submitted to candidate's Faculty Mentor by end of month</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>● Candidates speak with three teachers to ask for Teacher Recommendations</li> <li>● Candidates meet with faculty mentor and discuss application criteria and requisites</li> <li>● <b>December Community Service Verification Form</b> submitted to candidate's Faculty Mentor by end of month</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>● Candidate submits <b>Application - Part Two</b> on Google Classroom</li> <li>● <b>January Community Service Verification Form</b> submitted to candidate's Faculty Mentor by end of month</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>● Candidates &amp; parents notified via email of the Faculty Committee Recommendation's decision for induction into NHS membership.</li> <li>● <b>February Community Service Verification Form</b> submitted to Mrs. DiFiore via Google Classroom.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>● <b>March Community Service Verification Form</b> submitted to Mrs. DiFiore via Google Classroom.</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>● New members attend mandatory dress rehearsal for Induction Ceremony (TBD)</li> <li>● NHS Induction Ceremony at High School</li> <li>● <b>April Community Service Verification Form</b> submitted to Mrs. DiFiore via Google Classroom.</li> </ul>
<b>May-June</b>	<ul style="list-style-type: none"> <li>● <b>May and June Community Service Verification Forms</b> submitted to Mrs. DiFiore via Google Classroom.</li> </ul>
<b>July-August</b>	<ul style="list-style-type: none"> <li>● Members continue to complete <b>Community Service Verification Forms</b> and submitted to Mrs. DiFiore via Google Classroom.</li> </ul>

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

<b>September</b>	<ul style="list-style-type: none"> <li>● Members attend meeting with Mrs. Wilson to review requisites for continued membership during the upcoming school year.</li> <li>● <b>September Community Service Verification Form</b> submitted to Google Classroom by last school day of the month</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>● Members attend any scheduled meetings regarding group fundraisers/projects.</li> <li>● <b>October Community Service Verification Form</b> submitted to Google Classroom by last school day of the month</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>● Members attend any scheduled meetings regarding group fundraisers/projects.</li> <li>● <b>November Community Service Verification Form</b> submitted to Google Classroom by last school day of the month</li> </ul>
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<b>March</b>	<ul style="list-style-type: none"> <li>● <b>March Community Service Verification Form</b> submitted to Mrs. DiFiore via Google Classroom.</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>● Members' mandatory attendance and/or participation in the NHS Induction Ceremony at High School</li> <li>● <b>April Community Service Verification Form</b> submitted to Mrs. DiFiore via Google Classroom.</li> </ul>

### **Dismissal from the HHS Chapter of the National Honor Society**

If, at any time, when a member fails to uphold NHS standards by which the member was selected, violated the Harrison Central School District Code of Conduct, or has failed to meet one or more of the established obligations of membership, it may be necessary to pursue dismissal from the HHS Chapter of NHS.

The HHS Chapter of NHS Faculty Council, 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 receive a written warning and be 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 the HCSD Code of Conduct or the law.



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

**Harrison High School Chapter of NHS Officers’ Responsibilities**

<p><b>President</b></p>	<ul style="list-style-type: none"> <li>● Public Relations – be the face of NHS</li> <li>● Assist with Induction Ceremony for incoming members</li> <li>● “Point Person” for advisors: take care of little jobs that come up (ex: contacting members, writing emails)</li> <li>● Organize and run chapter level community service projects (blood drives/charity events, etc. (when possible))</li> </ul>
<p><b>Vice-President</b></p>	<ul style="list-style-type: none"> <li>● Take meeting notes, type-up and email within 48 hours of meeting to advisors</li> <li>● Track meeting attendance</li> <li>● Assist with Induction Ceremony for incoming members</li> <li>● Assist president as needed</li> </ul>
<p><b>Treasurer</b></p>	<ul style="list-style-type: none"> <li>● Work with President and Vice President to determine and organize fundraising events</li> <li>● Track fundraising attendance</li> <li>● Collect and deposit monies into NHS account</li> <li>● Assist with Induction Ceremony for incoming members</li> </ul>