

*“NHS is more than an honor roll. Each member must not only demonstrate good grades, but also strength in each of the remaining three criteria. This is not an election, nor is membership automatically conveyed because a student has achieved a specified level of academic performance.”*

## MEMBER RESPONSIBILITIES

### Scholarship

The scholarship requirement set by the National Council is based on a student's cumulative Grade Point Average. The required cumulative GPA at Milton High School is a firm 90% (unweighted) or above at the end of junior year. In all cases, only those students who meet this scholarship requirement for membership to the National Honor Society are then eligible to submit a packet. The GPA requirement cannot be appealed.

### Leadership

Leadership will be recognized as offices a student has held in school or community organizations, as well as leadership outside of elected positions including effective participation in the classroom or in other co-curricular activities offered on campus. **A leadership position** is any position in which you are in charge of others. Serving in a leadership position means the activity described would not have occurred or would have been greatly impacted without your participation. These can be “traditional” positions such as a team captain or club officer. They can also be somewhat less obvious roles such as organizing a service activity or chairing a school committee. On your application, it is necessary to clearly describe your position and duties, so the faculty committee can understand your role. Please be aware that some positions may sound like leadership positions when they are not. For example, a position that you attain because of a particular skill (such as the first violin in the orchestra) is not necessarily a leadership position unless it is accompanied by leadership responsibilities. **Tutoring is only a service and is not considered leadership.**

A successful applicant will be expected to document one or more of the following:

- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideas
- Contributes ideas that improve the civic life of the school
- Delegates responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducts business effectively and efficiently, demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is willing to uphold scholarship and maintain a loyal school attitude.

Students not having a formal leadership position opportunities yet are invited to have an adult mentor fill out a “Leadership Endorsement Form” in place of the “Leadership Form” in the application.

### Character

Character is probably the most difficult criterion to define. The Faculty Council is charged with considering the positive as well as the negative aspects of character. A person of character demonstrates the following six qualities: *respect, responsibility, trustworthiness, fairness, caring and citizenship*. Students will be required to submit three character rating scales (two must be from an MHS staff member) and a brief essay. The faculty council will also review administrative records including disciplinary referrals, violations of the athletic code of conduct and/or violations of the MHS Academic Integrity Policy (honor code).

The list of academically eligible sophomores and juniors will be reviewed at the end of first semester. Students found in violation of school rules or the honor code will be informed upon invitation that they must submit an additional essay addressing the violation as part of their packet.

Significant disciplinary referrals or a school suspension may seriously jeopardize a student's candidacy. According to the National Council, a candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, laws, and policies or be able to demonstrate sufficient sustained growth and

improvement over time to compensate for previous offenses. The faculty council will carefully weigh all of the information supplied when rendering its decision.

A student who exercises outstanding character:

- Takes criticism willingly and accepts recommendations graciously.
- Cooperates by complying with school regulations.
- Demonstrates the highest standards of academic honesty, academic integrity, reliability, and perseverance.
- Shows courtesy, concern, and respect for others.
- Models desirable behavior in the school and community.

## Service

NHS members must continue to demonstrate service throughout their junior and senior years.

The National Constitution requires that local chapter members complete one large chapter service project (i.e. food drive, spirit week awareness, etc.) and also complete individual service hours each month. Students have two options to complete these service hours:

1. MHS peer tutoring. Members are expected to complete at least 15 hours of tutoring each school year. Members may find a tutor in one of two ways: individually matched with a student needing specific help; or in a learning center as an “on-call” tutor for that block. Members may use the GoogleSheet on the EdModo page to individually pick up tutees, and after picking up the tutee it is the tutor’s responsibility to schedule a place and time for meeting; or may go to the College and Career Center during their lunch breaks to be “on call” tutors.
2. Individual hours accumulation. Members can create their own service hours “project” using any of the approved service hours from the “accepted” hours list. They may continue to serve where they originally earned their hours for membership or join a new organization. Members are required to document six hours of service each month, or get all service hours from peer tutoring.

Service is generally considered to be those actions undertaken by the student done with or on behalf of others without financial or material compensation. Volunteering your time to do something is NOT necessarily going to count as community service. Stop to consider how your actions benefit the community as a whole. If you are not sure ask the NHS adviser before you make a commitment. Students may begin documenting their service hours the summer before ninth grade. All service must be documented.

Service Requirements for all Members

| Year Inducted            | Hour Deadline Breakdown  | Total Hours Required |
|--------------------------|--|----------------------|
| Spring of Sophomore Year | 35 Hours Documented by the Start of 2 <sup>nd</sup> Semester Junior Year | 50                   |
| Spring of Junior Year    | 25 Hours Documented by the Start of Winter Break Senior Year             | 35                   |

Lists of Accepted and Not Accepted forms of “Service” are as follows:

**ACCEPTED SERVICE HOURS** (this is not an all-inclusive list. Contact the NHS adviser if you have questions)

- MHS Service Clubs (Habitat for Humanity, etc.)
- Peer tutoring in MHS or at local schools or organizations
- Volunteering in any capacity at a middle or elementary school (theater, sports, tutoring all count)
- Volunteering at non-profit organizations
- Teaching Sunday school, Hebrew school, etc.
- Mission Trips - Can count up to eight hours of service per day, excluding eating, sleeping, worship and recreation time. Travel to and from a mission trip cannot be counted.
- Hospital, Retirement Homes, Homeless Shelters, etc. (training hours are included)
- Fund-raising for non-profit groups (this includes fund-raising for school clubs where money is donated to others and not used by the members)
- Scouting service projects or volunteer efforts (not time in meetings)
- Volunteering as summer camp counselor, including Bible School. Can count up to eight hours of service per day, excluding eating, sleeping, worship and recreation time. Travel to and from a camp cannot be counted.

- Working on political campaigns and at election polls
- Coaching or other involvement in youth sports below the high school level
- Refereeing for youth sports below the high school level
- Volunteering at summer youth sports, arts and music camps (but not as a Counselor in Training)
- Volunteering to help in summer school, any grade
- Direct school service (peer mentors, college night, student tour guides)
- Faith-based activities outside of worship hours (ie: helping to set up for a pageant, cleaning facility grounds, assisting at spaghetti dinners, coffee hours, fairs, social action committees, service through a youth group).

#### **ACCEPTED SERVICE HOURS WITH CONDITIONS - (Please contact the adviser with questions)**

- Performing Arts
  - Performances outside of required participation
- Individual tutoring, not school-based - (tutoring of relatives is not accepted)
  - Students who wish to count hours for tutoring individual students outside of school must provide documentation from a school official at that student's school (teacher, principal, guidance counselor). Parent signatures will not be accepted.

#### **NOT ACCEPTED SERVICE HOURS**

- Working at a business even if you are not paid
- Volunteering to help a professional person or group on a project (ie helping to create a short film, volunteering computer skills at a business or for a self-employed person. Your actions benefit the person or business, not the community.)
- Playing on a sports team
  - However, volunteer youth coaching would count, volunteering as a referee would count. Unified Sports counts.
- Managing a high school sports team
  - This is an activity, as is score-keeping, etc.
- Choirs and other activities that occur during worship time.
- Activities done for able-bodied neighbors such as moving, painting, and lawn care
- Babysitting for private families.
- Club Fund-Raising.
- School clubs or fund-raising for school groups where the money is used for club activities and not donated to a non-profit group.

#### **Non-Negotiables**

All members are required to meet the overall academic, service, leadership, and character requirements of the National Honor Society. In addition to meeting all agreed upon requirements, all members must commit to participate in at least two of the four scheduled "Garden Days", be an active participant in the "Service Project" designed and scheduled by all active members, and document all service hours on or before the deadline.

#### **Dismissal from the Chapter**

Members who do not maintain the chapter's standards of scholarship, leadership, service, and character are subject to dismissal from the chapter. Although students may be warned of failure to maintain standards, no warning is required in a case of flagrant violation of school rules or the law and the faculty council can immediately schedule a disciplinary hearing. A written notice with the time and date of the hearing will be provided to the affected student.

(Members not fulfilling their service hours requirement each semester also risk being dismissed.)

#### **Selection Process**

- Once all applications are completed and turned in by the due date, Ms. Marquess will go through each application to ensure its completion, and to redact all student names to ensure anonymity throughout the selection process.

- The Faculty Committee will meet in early May to review all applications. Every application will be read and scored by at least three members of the Faculty Committee. The rubric used to score each application takes into consideration each of the four pillars of the National Honor Society, and allows for the Faculty Committee to objectively score each applicant's level of involvement in all required fields on a numerical scale (with a maximum score of 14).
  - As long as the application receives a score between 10-14 points on 2 of the three scored rubrics that applicant will be automatically accepted for induction. If two of the three rubrics are between 7 and 9 points the Faculty Committee will discuss and take a final vote on the acceptance of the applicant.
- Once all completed applications are scored, Ms. Marquess will send out letters to all applicants informing them of their acceptance status.
- All Faculty Committee decisions are final. No appeals or reconsiderations will be allowed.
- An official induction ceremony will be held in May where all accepted members will become officially active in Milton's National Honor Society.

#### **Application Scoring Rubric**

| <b>Academics</b> |        | <b>Activities and Leadership</b> |        | <b>Service</b> |        | <b>Short Answers</b> |        | <b>Character</b> |        | <b>Total Points</b> |
|------------------|--------|----------------------------------|--------|----------------|--------|----------------------|--------|------------------|--------|---------------------|
| GPA              | Points | Standard                         | Points | Hours          | Points | Standard             | Points |                  | Points |                     |
| >100%            | 5      | Exemplary                        | 5      | 20+ hours      | 5      | Exemplary            | 5      | Exemplary        | 5      |                     |
| 99-100%          | 4      | Accomplished                     | 4      | 16-20 hours    | 4      | Accomplished         | 4      | Accomplished     | 4      |                     |
| 96-98%           | 3      | Developing                       | 3      | 11-15 hours    | 3      | Developing           | 3      | Developing       | 3      |                     |
| 93-95%           | 2      | Limited                          | 2      | 1-10 hours     | 2      | Limited              | 2      | Limited          | 2      |                     |
| 90-92%           | 1      | Below                            | 1      | 0 hours        | 1      | Below                | 1      | Below            | 1      |                     |

#### **Character Rubric**

- Exemplary (5) – Demonstrates exceptional character AND actively encourages others to be of good character
- Accomplished (4) – Demonstrates excellent character and has a positive effect on classmates
- Developing (3) – Demonstrates good character traits, including maturity, a positive attitude, and respect for others
- Limited (2) – Exhibits some inappropriate behavior or attitudes that may be attributable to immaturity
- Below (1) – Engages in significant inappropriate behavior and/or lacks sensitivity toward others

#### **Service Rubric**

- Exemplary (5) – Makes major contributions to the school community and demonstrates a consistent pattern of willing service to school and community
- Accomplished (4) – Voluntarily participates on a regular basis as a member of one or more school and community organization
- Developing (3) – Readily participates in school activities and community service when asked
- Limited (2) Participates in occasional, one-time activities
- Below (1) – Does little to no service

#### **Leadership Rubric**

- Exemplary (5) – Initiates and coordinates major school projects or is an effective team captain, class officer, or chairperson of a major school activity
- Accomplished (4) – Actively participates in major school, extracurricular, or community projects and leads by example
- Developing (3) – Shows genuine promise of assuming a leadership role when participating in school and community activities, but as yet not consistently demonstrated
- Limited (2) – Shows some indication of leadership qualities but inconsistent, ineffective, or reluctant
- Below (1) – Is a follower, not a leader

## Short Answer Rubric

The 5-point short answer:

- has a strong central idea (thesis) that is related to the topic
- provides compelling support to the thesis topic
- has a clear, logical organization with well-developed major points that are supported with concrete and specific evidence
- uses effective transitions between ideas
- uses appropriate words composing sophisticated sentences
- expresses ideas freshly and vividly
- is free of mechanical, grammatical, and spelling errors.
- Is not more or less than required page length.

The 4-point short answer:

- has a strong central idea that is related to the assignment
- has a clear, logical organization with developed major points, but the supporting evidence may not be especially vivid or thoughtful
- uses appropriate words accurately, but seldom exhibits an admirable style while the sentences tend to be less sophisticated
- has few mechanical, grammatical, and spelling errors that do not distract from the overall message.
- Is substantially more or less than required page length.

The 3-point short answer:

- Not quite a 4-point essay, but better than a 2-point essay.
- Is not related to the assignment
- Is substantially more or less than required page length.

The 2-point short answer:

- Is not related to the assignment
- has a central idea that is presented in such a way that the reader understands the writer's purpose
- has an organization that reveals a plan, but the evidence tends to be general rather than specific or concrete
- uses common words accurately, but sentences tend to be simplistic and unsophisticated
- has one or two severe mechanical or grammatical errors.
- Is substantially more or less than required page length.

The 1-point short answer will exhibit one or more of the following problems:

- lacks a central idea (no thesis)
- lacks clear organization
- is not related to the assignment
- fails to develop main points, or develops them in a repetitious or illogical way
- fails to use common words accurately
- uses a limited vocabulary in that chosen words fail to serve the writer's purpose
- has recurring/distracting mechanical or grammatical errors.