



## National Honor Society

South Carroll High School

1300 W. Old Liberty Road

Sykesville, MD 21784

September 2020

Congratulations! Based on review of your Grade Point Average, you are academically eligible to apply for membership to the National Honor Society. We would like to commend you on your academic accomplishments and encourage you to join our organization. To do so, you must first complete the NHS Application for admission. This application can be downloaded from the SCHS website (under student life, please choose the National Honor Society link). Please read the application carefully and fill it out fully. There are 4 Pillars upon which admission is based: Scholarship, Service, Leadership and Character.

Scholarship: Scholarship is characterized by a commitment to learning. A student is willing to spend the necessary time to cultivate his/ her mind in the quest for knowledge. This pillar can only be achieved through diligence and effort. Scholarship means always doing the best work possible, regardless of impending reward.

Service: The pillar of service can be reached in a variety of ways. The willingness to work for the benefit of those in need without compensation or recognition of any kind is a quality that is essential in NHS members. As a service club, the National Honor Society is highly concerned with giving its all to the school and community at large.

Leadership: Leaders take the initiative to aid others in a wholesome manner throughout their daily activities. Leaders sacrifice their personal interests in order to yield to the needs of others. Leaders need wisdom and self-confidence to affect change in all aspects of their lives. Some examples of leadership can include, but are not limited to, leading group activities in the classroom and in the community, being an officer in a club, being a primary member of the band or choir, or being the captain of a sports team.

Character: Character is what distinguishes one individual from another. It is the product of constant striving to make the right choices day after day. Students with good character demonstrate respect, responsibility, trustworthiness, fairness, caring, and citizenship in all of their actions.

You have met the basic requirements to be eligible for Scholarship. In the application, you will explain how you meet the requirements of the other 3 Pillars. Applications can be acquired using one of the following means:

1. A PDF Application packet is attached to this email.
2. Application packets can also be found on the NHS Club Page on the school website.

Completed applications are due to Mr. Joseph by 11:59pm on Friday October 23, 2020. **No late applications will be accepted.** All applications will be submitted electronically. Please follow the application directions carefully and email Mr. Joseph with any questions.

Again, congratulations on qualifying for application to National Honor Society!

Sincerely,

Mr. Joseph    Mr. English



South Carroll High School National Honor Society

Dear Student:

In order to be further considered for membership, it is necessary for you to provide certain supporting information to the NHS Faculty Council. **Please carefully read the entire application. Please be sure to print, complete, scan and submit the following items:**

1. **Student Activity Information Forms (4 pages)**
2. **Student/Parent Signature Form (1 page)**
3. *Optional Essay (1 page)*

**Directions for submission of the items above is detailed below.**

**All documents must be completed and returned on time if you wish to be further considered for membership by the NHS Faculty Council.** You may also submit the Optional Essay Form, if you find it necessary to explain extenuating circumstances.

**Email all documents digitally as a Single PDF document to [mrjosep@carrollk12.org](mailto:mrjosep@carrollk12.org) no later than **11:59 Friday October 23, 2020.****

Save file in the following format:                   **Last\_First\_NHS.pdf**

Label email Subject line:                           **NHS Senior Fall 2020 Application**

You will be notified of the Faculty Council's decision as soon as it is released. If you have questions about any of these materials, see Mr. Joseph or Mr. English as soon as possible.

Again, if you wish to turn in your application documents, you must **submit as Single PDF Document to Mr. Joseph by 11:59pm on Friday October 23, 2020.** One of the advisors will contact you if there is a question concerning your submitted documents.

Sincerely,

Mr. Joseph                    Mr. English

NHS Advisor                NHS Advisor





## South Carroll High School National Honor Society

### I. GOALS AND GENERAL MEMBERSHIP INFORMATION

The official National Honor Society Handbook establishes the following goals: “The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.” In addition, the Handbook identifies general principles governing membership eligibility and selection. “Students may not apply for membership in the National Honor Society. Membership is granted to only those students selected by the Faculty Council in each school.” Students meeting eligibility requirements are further considered “on the basis of service, leadership, and character.” Students who meet eligibility requirements and who submit supporting information “should understand that such surveys are not applications for membership, and that a review of information gathered does not guarantee selection.” Finally, “membership in the National Honor Society is both an honor and a responsibility”; and “parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society.”

### II. MEMBERSHIP ELIGIBILITY REQUIREMENTS

Student academic eligibility is determined on the following criteria. Students must:

1. be at least a sophomore who has attended any Carroll County High School for one or more semesters.
2. have a cumulative weighted GPA of at least 3.75

### III. MEMBERSHIP SELECTION PROCEDURES

1. All students who meet academic eligibility requirements will be notified and provided with:
  - A. A Student Activity Information Form,
  - B. Four Sponsor Forms,
  - C. Carroll County Public School’s NHS Eligibility, Selection, and Membership Guidelines
  - D. Optional Essay Form
  - E. Required Student/Parent Signature Form

Students wishing to be further considered for NHS selection will be given the opportunity to complete the Student Activity Information Form, to submit the Optional Essay Form, and to obtain four Sponsor Forms. At least three forms must be completed by their high school’s faculty/staff members. One of the Sponsor Forms may be completed by an adult, community-based activity leader when appropriate. A total of four sponsor forms must be completed in a specific time period.

2. A Faculty Council composed of five voting members and chaired by the advisors (non-voting) will review all eligible students’ documentation in order to assess their leadership, service, and character. The Faculty Council may interview eligible students if deemed necessary to render judgments.

A. **Leadership** includes the following more specific characteristics:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate 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 thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude.

B. **Service** includes the following more specific characteristics:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competitions
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students.

C. **Character** includes the following more specific characteristics:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment.

3. After the administration has reviewed the list of eligible students and has indicated whether any name should be withdrawn as the result of disciplinary infractions, remaining candidates receiving a majority vote of the Faculty Council will be invited to be inducted as members of NHS. **All** eligible students will be notified in writing of the Faculty Council's decision. Students not selected for induction in their sophomore or junior year will be reconsidered without prejudice the following year provided they continue to meet eligibility requirements and reapply.

4. In accordance with the official National Honor Society Handbook, appeals from non-selected students and their parents will be reviewed by the principal and/or advisor.
  - A. If it is determined that a technical error such as, “the inadvertent omission of a student’s name from the list of those qualified for induction or the erroneous averaging of grades”, the Faculty Council will be reconvened to render a decision.
  - B. If, however, it is determined that it is the Faculty Council’s judgment regarding a student’s leadership, service, and/or character which is being questioned, the principal and/or advisor, “. . . in the absence of specific evidence to the contrary, . . . must assume that the members of the council are exercising their discretion in a legitimate manner and with the good faith expected of them.”
  - C. An appeal of the principal’s decision may be put in writing to the superintendent of Carroll County Schools.
5. Applications will be accepted for seniors only in November directly following the first grade reporting. Seniors who are selected will be notified the fall semester and become active members, and be inducted in that school year.

#### **IV. MAINTAINING ACTIVE MEMBERSHIP**

1. In general, the standards for scholarship, leadership, service, and character required for eligibility and selection must be maintained in order for students to remain active members. According to the official National Honor Society Handbook, the advisor will periodically review the standing of members for compliance with Society standards. However, a member is never automatically dismissed for failing to maintain standards. “A hearing must be conducted by the Faculty Council to dismiss a member”, unless the student elects to resign from the society. A resignation must be submitted in writing to the NHS advisor.
2. “In the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required for dismissal.”
3. For infractions or offenses of a minor nature, the advisor will inform the student in writing, and when possible, in a conference about the nature of the violation, provide the student with a reasonable time period for improvement. Should the faculty council determine that an individual has exceeded a reasonable number of warnings, a faculty council pre-dismissal hearing will be held.
4. In the event that a Faculty Council pre-dismissal hearing must be convened, the hearing and any consequent dismissal appeal will be conducted in strict accordance with procedures outlined in the National Honor Society Handbook. “Furthermore, a student who is dismissed or resigns may never again become an Honor Society member.”
5. Each member is required to maintain a 3.75 weighted, cumulative GPA. A member whose GPA falls below this level will be warned and given a period of one semester to raise his GPA to the minimum level. Each member’s GPA will be checked twice a year (mid-year and end of year grades). At mid-year, the GPA for the semester will be reviewed. If the semester GPA falls below a 3.75 weighted GPA, the student’s cumulative GPA will be calculated using all credits earned. Any grades that reflect year-long courses will be calculated as if they were final grades.
6. Members of the Society must remain active in their National Honor Society chapter to be eligible to wear the NHS stole during their graduation. Student participation will be determined by earned service points at each individual high school.

## Understanding the NHS Activities Sheets

The National Honor Society is looking for well-rounded individuals. If the only qualification was GPA, you would already be a member. Your task is to demonstrate how you have contributed to the community and school. Additionally, being a part of NHS is a huge responsibility. You are expected to continue completing service activities, stay involved in school and community-based clubs and maintain a weighted GPA of 3.75. These are somethings to consider when applying.

**CCPS Sponsored Activities** – List all activities in which you have participated during high school. Include clubs, teams, musical groups, etc., and major accomplishments in each, if any.

Examples: Stagelighters, Marching Band, RoboCavs, Key Club, FCA, Football, Cheerleading, SGA, etc.

**Non CCPS Sponsored Activities** – List other community activities in which you have participated in since the summer prior to entering 9<sup>th</sup> grade and note any major accomplishments in each. These should be any activities outside of school in which you participated in that had a direct or indirect impact on your community.

Examples: church groups, clubs sponsored outside the school, Boy or Girl Scouts, community art endeavor, or musical groups. Parents should not sign as the adult supervisor. **Do not repeat participation previously listed.**

**Service Activities** – List service activities in which you have participated. These can be service projects done with a group either in or out of school, or done as individual service projects performing service. Generally, service activities are those which are done for or on behalf of others (not including immediate family member) for which no compensation (monetary or other) has been given.

Examples: Volunteering in a food pantry, cleaning up a park, advocating for charity, working at Fall Fest or church bazaar

**Leadership Positions** – List experiences in which you demonstrated characteristics of leadership since the summer prior to entering 9<sup>th</sup> grade. This may include elected and/or appointed leadership positions. For example: elected student body, class, or club officers, committee chairperson; team captain; newspaper editor; work area manager; or community leader.

Example: elected student body, class, or club officer; committee chairperson; team captain; newspaper editor; work area manager; or community leader.

**\*\*\*IMPORTANT: STUDENTS THAT LIST THE SAME ACTIVITY TWICE WILL NOT RECEIVE CREDIT FOR ONE OF THOSE ACTIVITIES.** For example:

YOU CAN DO THIS	YOU CANNOT DO THIS
Leadership: Promoted to Eagle Scout/Pack Leader	Leadership: Eagle Scout Project
Service: Constructed 15 Duck Boxes as habitat for local pond as part of Eagle Scout Project	Service: Eagle Scout Project









Carroll County Public Schools

**NATIONAL HONOR SOCIETY**

**OPTIONAL ESSAY FORM**

*The SCHS National Honor Society Faculty Committee strongly encourages you to complete this essay if you feel the Student Activity Forms and Sponsor Forms do not adequately reflect your leadership, service and character. Please keep in mind that the quality and presentation of the essay is a direct reflection of the nature of its writer.*

Please submit a paragraph or brief essay describing your qualifications in the areas of leadership, service and character that you feel are inadequately reflected upon in your Student Activity Forms and Sponsor Forms. This essay or paragraph should also explain information that may not otherwise be represented in your application. **Please confine yourself to one page.** Sign your essay to indicate that you have written the essay yourself.





**South Carroll High School National Honor Society**

**REQUIRED STUDENT/PARENT SIGNATURE FORM**

We have thoroughly read the Carroll County Public Schools National Honor Society Packet. We fully understand it, particularly Sections I, II, and III as they pertain to academic eligibility requirements and membership selection procedures. Students who fail to submit all requested information will not be considered for selection to the National Honor Society. Receipt, by a student of a letter advising that the student has met the academic requirements for National Honor Society membership, does not automatically qualify a student for selection in the NHS. Students must still be considered on the basis of service, character, and leadership. Finally, we verify that all information provided is true, accurate and complete.

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Student Signature

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Date

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Parent/Guardian Signature

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Date



## Checklist for NHS Membership Paperwork

Please check over the following prior to your final application submission. Should you have any questions, email: Mr. English at [keengli@carrollk12.org](mailto:keengli@carrollk12.org) OR Mr. Joseph at [mrjosep@carrollk12.org](mailto:mrjosep@carrollk12.org). A Google Meet can be arranged if you would like “in person” assistance.

### Student Activity Information Forms

Did you...

- Write or type neatly?
- Attach additional spreadsheet/pages if necessary?
- Properly describe, in some detail, the activity listed?
- List a current contact name/supervisor for each activity along with email address or phone number?

### Student/Parent Signature Form

Did you...

- Have your parents/guardians read over information pertaining to NHS selection, membership responsibilities, and maintaining membership?
- Have your parents/guardians sign the required signature form?
- Sign the required signature form?

### Optional Letter

The essay is an optional portion of the membership packet. However, the letter will give the NHS Faculty Committee a chance to hear from you personally and will give you a chance to explain any possible weaknesses, lack of experience in service or leadership or deficiency due to extenuating circumstances. Essays should not restate information in the application, however, they may be written to explain a major weakness on 1 or more of your Student Activity pages.

If you did write the optional letter, did you...

- Type or write your letter in blue or black ink?
- Proofread your letter for spelling, usage, and grammatical errors?
- Sign your letter?

### Submitting Paperwork and Documentation

Did you...

- Scan all 4 Activity Forms, Optional Essay and Signature Page as a **Single PDF Document?**
- Save file in the following format: **Last\_First\_NHS.pdf**
- Label email Subject line: **NHS Senior Fall 2020 Application**

Email all documents digitally as a **Single PDF document** to [mrjosep@carrollk12.org](mailto:mrjosep@carrollk12.org) no later than 11:59 Friday October 23, 2020.