

The National Honor Society (NHS) recognizes students based upon the four pillars of *scholarship, character, service* and *leadership*. When a student is evaluated for membership in the NHS, the student's strength in each pillar is examined. The result of the examination turns on the quality of the materials the student provides for review.

Scholarship

The Herndon High School chapter of the NHS accepts students from the 11th and 12th grades. For those students, the minimum GPA required for consideration is 3.5. Please understand that a 3.5 GPA is one of the four factors considered, and therefore, does not automatically guarantee that a student will be inducted into the NHS.

The forms the students present for evaluation have very specific instructions. How students follow these instructions factors into the evaluation of scholarship.

Character

Character may be difficult to define, but it is generally agreed that honesty, integrity, trustworthiness, responsibility and fairness make up a substantial portion of character. For example, it is fair to say that students who violate the Herndon High School Honor Code would be demonstrating questionable character.

During the evaluation process, the administrative records of students are subject to examination. Such records will make statements about the character of students. Making false claims on the forms students submit for evaluation will raise serious doubts about character.

Leadership

Offices students hold or have held in school or in community organizations contribute to leadership. In addition, leadership includes those activities on campus or off campus in which students effectively supervise others, as for example, being a team captain, section leader in band or in chorus or a chair of a student group.

When students present their packets for evaluation, the packets must present verifiable proof of the leadership positions claimed.

Service

Service is considered to be those activities undertaken by students, but for which the students did not receive monetary or material compensation. Volunteer work done on behalf of organizations chartered to assist those in need falls under service. Work done for Meals-On-Wheels, for example, is service. Students must also present verifiable proof of service rendered. NHS members are required to do 30 hours of community service after they have been inducted.

In March of the year in which a student will graduate, the student will be asked to document the 30 hours of service.

Selection Process

Once students have been notified by their guidance counselors that they meet the GPA requirement for NHS membership, the students may wish to complete the forms providing verifiable proof of *scholarship, character, leadership* and *service*. The forms that the students present for membership evaluation further address this point. Notification by guidance counselors normally begins in late September or early October, and students are required to submit completed forms by a specified deadline, which is usually around the middle of October.

It is very important that students carefully follow the instructions on the forms. There are places on the forms that students must sign attesting that they have done this or that. If students signed that something was done, and it was not actually done, that would be a serious character issue.

Once the completed forms are turned in, they are evaluated by a committee of staff members. All students who submitted forms will be notified either that they have been invited for NHS membership, or that they have not been invited. Students who are not invited may file an appeal within a specific time period.

Induction

A student is not a member of the NHS until the student is inducted at an official ceremony. The notification letter students receive only advises they have been invited for NHS membership. Membership is bestowed only through induction. The invitation letter will state the time and date of induction, which is normally around the middle of November at 7PM in the school's auditorium. The notification letter will further state that if students are not able to attend the induction ceremony because of important prior engagements, the students must notify NHS advisers in writing. Those students who do not attend the induction ceremony and did not notify NHS advisers prior to the ceremony will have their membership invitations revoked. Students who miss induction for an NHS-approved reason will be inducted at a later date, provided of course, that those students had notified the NHS advisers.

Maintaining NHS membership and dismissal

NHS members must maintain the standards under which they were inducted. Students must for example, maintain a minimum GPA of 3.5; must remain in good character and must fulfill the service requirements. Failing to maintain the standards will trigger a warning letter. The letter will state a time frame within which students must return to compliance. In some situations, there

will be no warning letter. If for example, a student violates the HHS Honor Code, that will trigger dismissal proceedings without a warning letter. If after the warning period, the students are still below the standards of admission, the NHS will begin dismissal proceedings. A letter will be sent to the students describing the reason for considering dismissal and will also state the place and time of the dismissal hearing.

The hearing is handled by the Faculty Council, a five-member body of HHS teachers. At the hearing, the case against the students is presented, and the students will present their case. Parents may accompany the students, and students may present witnesses. After both parties are heard, the Faculty Council votes, and a simple majority is needed to remove a student. The student will be advised in writing of the Council's vote. If the vote is for removal, the letter to the student will instruct the student to return the items received at induction. Those items are a membership certificate, a membership ID and a NHS insignia patch.

Graduation

For graduation, students may wear the NHS stoles and tassels, if they had purchased them. In May of the year in which students will graduate, students will be instructed on how to purchase stoles and tassels. At graduation, NHS members are asked to stand for recognition. It makes a beautiful picture when all those standing are wearing the stoles and tassels.

Communication

Most communication with NHS members is done through email. Students are therefore advised to check their emails regularly and to notify the NHS if there is a change in email address.

For questions, please contact Steve Brown or Meghann Jones at the addresses below.

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