



PSHS
NHS
Handbook



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About NHS

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. NHS serves to honor those students who demonstrate excellence in the areas of **scholarship, leadership, service, and character**. These characteristics have been associated with membership in the organization since its beginning in 1921. Today, it is estimated that more than one million students annually participate in activities of NHS and its middle level counterpart, the National Junior Honor Society (NJHS). Chapter membership not only recognizes students for their accomplishments, but also challenges them to develop through involvement in school activities and community service.

The official colors of NHS are blue and gold. The official flower of NHS is the yellow rose. The NHS motto is Noblesse Oblige, a French phrase literally meaning nobility obligates. In broader terms, it signifies that those of high rank have the obligation to behave honorably, generously and responsibly to others. The Plano Senior High School Edelweiss Chapter of the National Honor Society was established in 1961.

NHS is more than just an honor roll. The honor society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character.

- ⇒ **SCHOLARSHIP** – If the student meets the GPA requirement set by the chapter, they meet the scholarship requirement for membership and are then eligible for consideration on the basis of service, leadership, and character.
- ⇒ **SERVICE** – This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
- ⇒ **LEADERSHIP** – Student leaders are those who are resourceful, good problem solvers, promoter of school activities, idea contributors, dependable, and persons who exemplify positive attitudes about life.
- ⇒ **CHARACTER** – The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.



Membership

- * Membership in the National Honor Society is a **privilege** and not a right. The student is **voluntarily** agreeing to fulfill membership requirements and understands that failure to do so will result in dismissal from the organization. A student can graduate with honors without being in the National Honor Society.
- * Have at least a **3.6 GPA** (no rounding).
- * Complete at least **15 hours** to remain in good standing (no probations). Must complete a minimum of 10 hours per semester to maintain membership.
- * Complete and turn in a point sheet with a teacher honor letter each semester. Instructions can be found on the Plano NHS website.
- * Attendance at the **mandatory semester meetings** (both fall & spring) is necessary to remain a member in good standing. If a member fails to attend a meeting, he or she will be automatically dismissed or refused admittance into NHS.
- * **\$20 membership dues** will be collected once an academic year.
- * In order to graduate with the NHS seal affixed to the member's diploma, they must have joined the organization prior to the spring semester of senior year, and after the spring semester requirement check, be a member in good standing for that semester (they may not incur probation the spring semester of senior year), and have all source requirements (semester & all carryovers if applicable) satisfied. In other words, even if they have never been on any type of probation before, **they MAY NOT commit an infraction that results in probation the spring semester of senior year.**
- * Members must maintain a code of conduct pertaining to the academic integrity expected of NHS students (refer to page 5).



Probation

- * With 500 members, it is imperative that all membership requirements and deadlines are adhered to. If a deadline is missed or a membership requirement is not met, a penalty (**probation**) may be imposed, and the permanent NHS record noted. If a member accrues multiple penalties while active in the organization, they may face dismissal, as they don't meet the standards of leadership and character imposed by the national NHS office.
- * The member may only be on **service, academic, OR miscellaneous probation ONCE** during their time in the organization. If the member incurs a second offense in any category, they will be permanently dismissed. If a member is ever dismissed from PSHS NHS, reapplication is not an option.
- * If a member is issued probation, and would like to challenge the executive board's decision, they must notify their membership coordinator in writing AND then fill out an appeal form. The appeal will be reviewed by a group of teachers known as the Faculty Council. The Faculty Council does take into consideration the information on this document and the member's voluntary consent as indicated by their initials and signatures.

Academic Probation

- GPA's will be checked upon entry into the organization and when updated by the registrar. If, at this time, a member's GPA falls below requirement, they will be notified, and put on academic probation. They will have until the next academic check to get back to a 3.6. If this does not happen, or if they fall below for a second time during the tenure at PSHS, the member will be permanently dismissed. A member **MUST** have a 3.6 at the end of senior year to receive the NHS seal upon graduation.

Service Probation

- If a member signs up for a source and does not send a replacement or fulfill their obligation, their actions have violated a key virtue of leadership and they will be placed on service probation. A member may only be on service probation once during their tenure in NHS and 2 infractions will result in permanent dismissal.
- If a member completes less than 15 required hours but does at least 10 hours, the member must make up the deficient hours the following semester. These requirements carry over into subsequent semesters.

Miscellaneous Probation

- Miscellaneous probation may be assigned if a member violates any virtue of service, leadership, or character described throughout this handbook. This may include, but not limited to adherence of all deadlines. A member can only be placed on miscellaneous probation one time during their tenure in NHS and 2 infractions will result in dismissal.

Dismissal (What NOT to do)

- * If a member is ever dismissed from PSHS NHS, reapplication is not an option.
- * A member turned in by a teacher for a documented incident of academic dishonesty (**PSHS Academic Integrity policy outlined below**), will be immediately dismissed as the virtue of character set forth by the National Office has been violated.
- * If a member **fails to do a minimum of 10 hours** during any semester, they will be automatically dismissed.
- * Failure to attend mandatory meetings results in automatic dismissal.
- * Accruing a second incident of **academic, miscellaneous, or service probation** will result in permanent dismissal.

Plano Senior High is committed to the principles of academic integrity. Students are responsible for upholding the highest standards of honesty at all times. Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. **Examples of prohibited activities** include, but are not limited to the following:

1. Cheating –
 - a. Acquiring answers for any assigned work or examination from an unauthorized source.
 - b. Working or collaborating with others on an assignment when paired or group work has not been specifically assigned by the teacher.
 - c. Looking at another person's paper during an examination.
 - d. Using a "cheat sheet" during an exam or quiz
 - e. Providing the contents or an examination or quiz to another person who will be taking the examination or quiz
2. Plagiarism -
 - a. Failing to acknowledge and cite all sources utilized in a project
 - b. Using the ideas, data, or language of another without acknowledgment
 - c. Turning in work which has been purchased in whole or in part from individuals or other sources.
3. Fabrication -
 - a. Falsifying data obtained from a research or laboratory experiment.
 - b. Writing or orally presenting the results of an experiment without having done the experiment.
 - c. Falsifying an interview that has not been conducted.
 - d. Altering a graded work after it has been returned
4. Computer Misuse-
 - a. Using another person's password.
 - b. Violating the PSHS Computer Usage Agreement.

Students engaging in these activities should expect to receive a zero for the work and **ADDITIONAL DISCIPLINARY ACTION**.

Service Hours

- **NO summer sources** or volunteer hours will be accepted as source credit.
- **Total of 15 hours each semester** to meet membership requirements and remain in good standing.
- Source credit must be from **at least 1 initiative source and at least 1 chapter source**.
- All sources completed must be approved sources or those that are sponsored by NHS officers. Descriptions and sign-up information for NHS sponsored sources can be found on the online sign up calendar, **Closerware (www.volunteermatters.com/pshs)** (See page 8).
- While completing service sources, NHS members are expected to **wear their NHS t-shirt**.
- **Arrive on time** (early is on time, on time is late, and late is unacceptable) and serve for the full duration of the shift. It is unacceptable to arrive late or leave early. Doing so may result in loss of source credit or dismissal.
- At least **2 of the 15 hours** completed must be from a designated chapter source, and the sign up information will identify it as such. National guidelines require that each chapter participate in an act of service that every member of the organization can attend. With the sheer size of the chapter, this may be difficult so the officers have decided to designate sources as “chapter” if they require a large number of volunteers or if it directly impacts PSHS or PISD.

Special Circumstances:

If a member is signed up for a source and the source gets cancelled less than 2 weeks before the event was to take place, the member will still receive the hours. It will be assumed that the member was going to fulfill their obligation.

If a member brings a source opportunity to the NHS faculty sponsors, and it results in a source available to the general members, they will receive source credit (service to the chapter) for their initiative. They may only receive this type of credit once a semester.

If a member does more than 15 hours, **the extra hours will carry** into the next semester. The maximum number of hours that can be carried over is 10. This only applies for the fall semester to the spring semester

Initiative and Donation Sources

Initiative Sources

If a member is interested in a service opportunity the organization does not currently offer, they may obtain permission to do an “**initiative source**”. A tab on the Plano NHS website titled “Initiative” explains in detail the process of getting initiative hours.

Donation Sources

These are optional source opportunities that will involve donation of goods or money instead of time. They generally will not exceed **\$15 and you may have a maximum of two** per semester.

A **receipt indicating proof** of purchase MUST accompany a donation. At donation pick-up, the member will get their **receipt stamped** to validate their source. The stamped receipt MUST be **attached to the member’s point sheet** at the end of the semester for the member to get credit for the donation source.

If a member loses their proof of donation, they will receive no donation credit. Donations WILL NOT BE ACCEPTED after the stated collection time.

The screenshot displays the Closerware web application. At the top, the logo and navigation links (Home, Directory, Me, Volunteer, Admin, Setup, Help, Log Out) are visible. The user is logged in as 'Administrator 01, PSHS'. The main area shows a calendar for April 2012. The calendar is organized by day of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat). Each day contains a list of volunteer events, such as 'PSHS Project Calendar: CHAPTER PROJECT: DOUBLE PROJECT! Haggard Middle School Tutoring 7:50 AM'. A legend on the left side of the calendar provides information about the symbols used: a lock icon for 'Locked by Administrator', a red dot for 'Shift is within Lock-out period', a green dot for 'Shift is full', and a blue dot for 'Shift is available for sign-up'.

Check the “Closerware” tab on the Plano NHS website for detailed instructions.

If the member signs up for a source on Closerware, they will have up until the source is “**locked**” to withdraw from the source. The source is usually locked 3 days before the event or when sufficient volunteers are signed up. Once “locked in” to a source, a member must fulfill their obligation.

Replacements

- If a member cannot fulfill their obligation to a source, they **must send a replacement**.
- Members may solicit **replacements** via e-mail or the NHS group on Facebook. If a member secures someone else to replace them at their source, the member that was originally signed up **AND** the replacement must **notify the NHS officer** in charge of the source of the change. If the member does not fulfill their source commitment and fails to send a replacement, they will be placed on **source probation**.

Point Sheet

- Point sheets are needed to confirm that members have completed the service sources they signed up for. Bring your point sheet to each source and have the **sponsor sign it**.
- To receive credits for **donation sources**, the **receipt** confirming your donation must be attached to your point sheet with the NHS stamp of approval.
- For a member to receive credit for sources completed, the point sheet must be completely filled out. A member must not only have the **signature** from the organization, but also a **print out of their volunteer sheet from Closerware** detailing the sources the member signed up for. The **Teacher Honor Letter** should also be turned in with the completed point sheet. Instructions are found on myPISD on the NHS page. The Teacher Honor Letter is written for a teacher that you feel deserves recognition for all their hard work.
- Any part that is lacking or missing runs the risk of probation or dismissal.

Name: _____ ID #: _____	
<div style="border: 1px solid black; padding: 2px; width: fit-content;">Total Hours</div>	PSHS NHS POINT SHEET
<div style="float: right; font-size: 0.8em;"> Check the following: SEMESTER: _____ Grade: _____ _____ FALL _____ JUNIOR _____ SPRING _____ SENIOR </div>	
<div style="border: 1px solid black; padding: 2px;"> Source Type (circle): CHAPTER DONATION INITIATIVE REGULAR Date: _____ Title: _____ Number of Hours: _____ Sponsor Name: _____ Sponsor Signature: _____ Sponsor Phone Number: _____ </div>	<div style="border: 1px solid black; padding: 2px;"> Source Type (circle): CHAPTER DONATION INITIATIVE REGULAR Date: _____ Title: _____ Number of Hours: _____ Sponsor Name: _____ Sponsor Signature: _____ Sponsor Phone Number: _____ </div>
<div style="border: 1px solid black; padding: 2px;"> Source Type (circle): CHAPTER DONATION INITIATIVE REGULAR Date: _____ Title: _____ Number of Hours: _____ Sponsor Name: _____ Sponsor Signature: _____ Sponsor Phone Number: _____ </div>	<div style="border: 1px solid black; padding: 2px;"> Source Type (circle): CHAPTER DONATION INITIATIVE REGULAR Date: _____ Title: _____ Number of Hours: _____ Sponsor Name: _____ Sponsor Signature: _____ Sponsor Phone Number: _____ </div>
<div style="border: 1px solid black; padding: 2px;"> Source Type (circle): CHAPTER DONATION INITIATIVE REGULAR Date: _____ Title: _____ Number of Hours: _____ Sponsor Name: _____ Sponsor Signature: _____ Sponsor Phone Number: _____ </div>	<div style="border: 1px solid black; padding: 2px;"> Source Type (circle): CHAPTER DONATION INITIATIVE REGULAR Date: _____ Title: _____ Number of Hours: _____ Sponsor Name: _____ Sponsor Signature: _____ Sponsor Phone Number: _____ </div>
<div style="border: 1px solid black; padding: 2px;"> Remember <i>Character Leadership Scholarship Service</i> </div>	<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; align-items: center;"> <div> Honor Teacher Letter Stamp: <div style="border: 1px solid black; height: 100px; width: 100%;"></div> </div> </div> </div>

FAQs

What happens if I'm sick and miss a NHS meeting? Commitment Form/Point Sheet Turn in? Source?

Email your membership coordinator and bring a parent's note and/or attendance record with excused absence showing for that date.

What do I do if I lose my point sheet? What happens if my point sheet got destroyed (in the laundry, by my dog etc.)?

Immediately email your membership coordinator and let them know what sources you have attended.

What do I do if I don't bring my point sheet to a source?

Write down the same information as you would on the point sheet on a separate sheet of paper and staple it to the point sheet.

What if I can't get a hold of an officer?

First, make sure the contact information you entered is accurate. If it is correct and you still cannot contact the officer, contact another officer.

What if my source gets cancelled due to weather or other situations?

If you are signed up for a source and the source gets cancelled less than 2 weeks before the event was to take place, you will still receive source credit (1 credit regardless of source weight). An email or notice will be sent to you confirming the cancellation and providing you with something to attach to your point sheet to receive credit.

What if I can't log into Closerware?

Email your membership coordinator and they will figure out why you can't log in.

How many different sources do my sources have to come from?

You must do at least 1 INITIATIVE and 1 CHAPTER source for your hours.

If I need a replacement for a source what should I do?

Members may solicit replacements via e-mail or the NHS group on Facebook. Contact the officer via email who is coordinating the source. Give them the source name, your name, and the person replacing you. Your replacement must email the source coordinator as well.

What happens if I did extra hours in one semester? Do they count as carry-overs?

Up to a maximum of 10 extra hours carry over from the fall semester to the spring semester. No hours carry over from the spring semester to the fall semester.

How many probations will result in dismissal?

If you receive two infractions for either academic, service, or miscellaneous probation, you will be dismissed from NHS.

How do you get rid of a probation?

Once you receive a probation, it is permanently noted on your NHS record. If you are issued probation, and would like to challenge the executive board's decision, they must notify their membership coordinator in writing AND then fill out an appeal form.

What if I don't fulfill all 15 hours for the first semester?

If a member completes less than the 15 required hours but does at least 10, the member must make up the deficient hours the following semester. If a member fails to do 10 hours during any semester, they will be automatically dismissed.

Officer Contact Information 2017-2018

NHS OFFICER NAME	POSITION	EMAIL ADDRESS	PHONE NUMBER
Caitlin Zhu	Co-President	caitlin.zhu.nhs@gmail.com	972-765-1778
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