



PSHS NHS MEMBER COMMITMENT FORM

FALL 2017



MEMBERSHIP

- 1) PSHS NHS is a student organization; all questions, appeals, and other inquiries must be handled by the member.
- 2) The following is a formal description of the organization from the national website (www.nhs.us).

"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. These criteria for selection form the foundation upon which the organization and its activities are built:

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."*

Members of NHS are expected to adhere to this National Code of Conduct. If one of the virtues above is violated and reported by a teacher, administrator, volunteer coordinator, or member himself (Facebook, Twitter, email, etc.), the member will be automatically dismissed.

- 3) Membership in the National Honor Society is a privilege and not a right. In applying for membership, the student is voluntarily agreeing to fulfill membership requirements and understands that failure to do so will result in dismissal from the organization.
- 4) A student can graduate with honors without being in the honor society. National Honor Society members excel in scholarship, service, and character. This designation WILL require a time commitment that not everyone may be able to meet if involved in other time intensive activities. Again, membership in the National Honor Society is a voluntary privilege and not a right because of the student's academic standing.
- 5) A membership list will be made available to all Central Cluster (Vines, Clark, PSHS) faculty. If a concern is raised regarding the honor, integrity, character, or leadership of a member, an investigation will ensue. Members will be dismissed if found in violation of any of the principles NHS members are expected to uphold.
- 6) 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.
- 7) In addition to the service, character, and scholarship requirements, members will be required to type a one page letter expressing gratitude to a teacher they choose to honor once each semester. Honor teacher letters will be collected with point sheets at the end of each semester. Instructions can be found on our PSHS NHS website (<http://www.planonhs.com>).
- 8) 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.
- 9) A member may only be on academic, service, or miscellaneous probation once each during their tenure in the organization. If the member incurs a second offense in any category, they will be dismissed.
- 10) If a member is ever dismissed from PSHS NHS, reapplication is not an option.

- 11) A member's status will be identified as "in good standing", "probation" or "dismissed". "In good standing" indicates the member has NO incidences of probation. "Probation" indicates that the member has incurred an academic, miscellaneous or service probation. A status of "dismissed" indicates that the student was a member, but failed to meet membership requirements and is no longer eligible to be part of the organization.
- 12) 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 service 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.
- 13) Junior members MUST attend the NHS officer election meeting for next year's officers in the spring.
- 14) \$20 membership dues will be collected once an academic year.

SCHOLARSHIP

- 15) In order to be a member in good standing one must maintain a GPA of at least a 3.6. GPA's will not be rounded up. A student does not have to be in National Honor Society to graduate with honors, but must be eligible to graduate with honors if part of the National Honor Society.
- 16) GPA's will be checked upon entry into the organization and when updated by the registrar. If, at this time, the 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 the member falls below for a second time while at PSHS, they will be permanently dismissed. A member can only be placed on **academic probation** one time while active in the organization.
- 17) 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.

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 of 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 service
 - 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

- 18) NHS is a national organization which recognizes excellence in scholarship, leadership, SERVICE and character. Per national guidelines, chapters must organize service opportunities, and members should regularly participate in them.
- 19) Members of the PSHS NHS must volunteer for a total of 15 service hours each semester to meet membership requirements and remain a member in good standing. A minimum of 10 service hours are required to maintain membership within the organization. If a member fails to do 10 hours of service during any semester, they will be automatically dismissed.
- 20) If a member completes less than the 15 required service hours but does at least 10, the member must make up the deficient service hours the following semester.
For example: A member does just 10 service hours of service in the fall. He or she must complete 20 service hours of service the following semester (15 for semester + 5 incomplete hours of service from the fall).
- 21) All community services completed must be approved services or those that are sponsored by NHS officers. Descriptions and sign-up information for NHS sponsored community services can be found on the online sign up calendar, Closerware (www.volunteermatters.com/pshs). Instructions can be found on our PSHS NHS website (<http://www.planonhs.com>) and Google Classroom.
- 22) There will be optional service opportunities that will involve donation of goods or money instead of time. Generally, these donations will not exceed **\$15**.
- 23) Members may earn up to 2 service hours by donating goods in the FALL and SPRING semester.
- 24) If a member chooses to donate goods, a receipt indicating proof of purchase **MUST** accompany their donation. At donation pick-up (date & time designated on Closerware), the member will get their point sheet and receipt stamped to validate their donation. 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. Failure to bring a receipt will result in **NO** donation credit. If a member loses their proof of donation, they will receive **NO** donation credit. Donations **WILL NOT BE ACCEPTED** after the stated collection time.
- 25) 2 of the 15 completed service hours must be 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 service source as "chapter" if they require a large number of volunteers or directly impact PSHS/Plano ISD.
- 26) If a member signs up for a service opportunity and does not fulfill their obligation or fails to send a replacement, 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 another service infraction will result in dismissal.
- 27) If the member signs up for a service opportunity using the online system, they will have up until the service opportunity is "locked" to withdraw from it.. The officer sponsoring the service will lock it once enough people have signed up and the organization is notified that PSHS NHS will be able to provide them with the number of volunteers they have requested. In the event that the service opportunity does not get full, it will automatically lock 3 days before the event takes place. Once "locked in", a member must fulfill their obligation OR send a replacement. If the member does not fulfill their commitment and fails to send a replacement, they will be placed on **service probation**. We understand that unforeseeable circumstances inevitably **SOMETIMES** happen and if a situation occurs where a member finds that they cannot fulfill their obligation the day the

service occurs, they must notify the NHS officer in charge of the service opportunity BEFORE the service occurs to explain the circumstances. The member may be asked to provide the NHS faculty sponsors with a doctor's and/or parent note for verification; and the member's file will be noted.

- 28) If a member has been "locked in" to a service opportunity and finds themselves needing a replacement, they may solicit replacements via e-mail or the NHS group on Facebook. If a member secures someone else to replace them at their service, the member that was originally signed up **AND** the replacement must notify the NHS officer in charge of the service of the change. Failure to follow the procedures may result in **service probation**.
- 29) If a member is signed up for a service opportunity and it gets cancelled less than 2 weeks before the event was to take place, the member will still receive the service hours they were supposed to receive if the service opportunity had taken place. It will be assumed that the member was going to fulfill their obligation.
- 30) If a member signs up for a service opportunity, they are making a commitment to 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 service credit or dismissal.
- 31) If an organization in need reports that a member's behavior or attitude while serving was inappropriate and not in good leadership or character, they will face loss of service credit, disciplinary action, and/or possible dismissal.
- 32) For a member to receive credit for service hours 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 services the member signed up for.
- 33) 2 of the 15 service hours completed must be a designated INITIATIVE source. This service opportunity must be found by the member outside of PSHS. Members must complete the google form for approval prior to the member attending the service (<https://goo.gl/forms/u3h6mHKzEeCYmTNj2>). The member must have the sponsor of the service contact the NHS executive team (planoseniorhsnhs@gmail.com) with the member's name, date, and length of the service in order to confirm that the member did indeed do the service. If a member fails to receive approval prior to the service or if a confirmation email is not received from the sponsor, credit will not be given.
- 34) The NHS faculty sponsors, with the help of the student officers, will decide if an initiative gets approval. NHS approved services must benefit nonprofit organizations, must be secular in nature and benefit the school or community at large. Any act of personal faith/worship (for example: singing in your church's choir or running day care at your temple) will not get approval. Any activity where only the members of the congregation or place of worship are being serviced will not be accepted. Any activity where non-secular beliefs are being disseminated will not be approved. The member may not receive compensation in any form for their service, or the activity will not be approved. If a member is required to perform the service for another organization, the member may not receive NHS credit as well.
- 35) If a member brings a service opportunity to the NHS faculty sponsors, and it results in a service available to the general members, they will receive an hour's worth of credit (service to the chapter) for their initiative. They may only receive this type of credit once a semester.
- 37) Every effort will be made by the student officers to offer variety in service content, location, and time, but ultimately it is the member's responsibility to make sure their requirements are met.
- 38) While completing service, NHS members are expected to wear their NHS shirt.

PROBATION

- 39) **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 their 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. A member can only be placed on **academic probation** one time while active in the organization.

- 40) **SERVICE PROBATION:** If a member signs up for a service opportunity 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.
- 41) **MISCELLANEOUS PROBATION:** **Miscellaneous probation** may be assigned if a member violates any virtue of service, leadership, or character described above. 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.
- 42) If a member receives an academic, service, or miscellaneous probation, it will be marked on the member's NHS file and will be carried over every semester as well as from the Junior to Senior year until that the member either graduates or is dismissed from NHS.
- 43) The member may only be on academic, service, or miscellaneous probation **ONCE EACH** 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.
- 44) A member may not incur any probation the spring semester of senior year and all service requirements must be complete. 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 (academic, service or miscellaneous) the spring semester of senior year.
- 45) 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.

DISMISSAL

- 46) Dismissal from the organization is permanent.
- 47) This is the HONOR society. A reported incident of academic dishonesty (see above and in student handbook) will automatically result in permanent dismissal.
- 48) This is the HONOR society. Failure to adhere to the NHS National Code of Conduct (see above) will result in permanent dismissal.
- 49) Failure to turn in a point sheet with 10 hours of service at the end of each semester will result in permanent dismissal.
- 50) Accruing a second incident of **academic, service, or miscellaneous probation** will result in permanent dismissal.
- 51) A senior will be dismissed if they incur **ANY** probation (regardless if it is their 1st) in the spring semester. They will also need to meet **ALL** service requirements (semester and any carry overs if applicable) to avoid permanent dismissal.

COMMUNICATION

- 52) All important information and notices will be communicated by e-mail. It is the member's responsibility to provide PSHS NHS with a valid email address, notify the NHS officers if the address has changed, and check their email on a regular basis.
- 53) Information is communicated through a variety of mediums including e-mail from Closerware (www.volunteermatters.com/pshs), Facebook (2017-2018 PSHS NHS), NHS website

(<http://www.planonhs.com>), Google Classroom (8ukamgi), Twitter (@PSHSNHS), REMIND (pshsnhs17) and the NHS board (across from room A121 and in the B Building hallway in front room B258). It is expected that members display responsibility and contact an officer if they are ever confused about a policy or procedure. Due to the numerous methods of communication, ignorance and lack of initiative will NEVER be an acceptable excuse.

- 54) Information about service opportunities, requirements and deadlines is also disseminated through the PSHS NHS Facebook group, Google Classroom (8ukamgi), REMIND (pshsnhs17) and Twitter (@PSHSNHS). It is in the member's best interest to join the group which will be the most convenient way to get up to date information and notices.
- 55) The Facebook group is NOT a place for personal questions and/or problems. If you have a particular issue that does not apply to all members or is not about a replacement, please contact a student officer directly.
- 56) A NHS website, <http://www.planonhs.com>, and Google Classroom has been established to be a source for important membership resources (commitment forms, point sheets, honor teacher letter instructions, etc). When able, these sites are also updated with service opportunity information and special instructions.
- 57) Service opportunities will be communicated through the online calendar, Closerware. When possible, information regarding the service opportunities will also be communicated through email, Facebook. Google Classroom, REMIND and Twitter.
- 58) Occasionally, important information and notifications will be sent via a NHS officer. The members are expected to keep a copy of all such communication for their records.

THERE ARE TWO IDENTICAL BACK PAGES. KEEP ONE ATTACHED TO THIS DOCUMENT FOR YOU/YOUR PARENTS' REFERENCE.

SIGN, DATE, TAKE APART FROM THE REMAINING DOCUMENT, AND RETURN THE OTHER PAGE WITH YOUR DUES BY THE DESIGNATED DEADLINE.

Questions can be addressed by the 2017- 2018 NHS Co-Presidents, Jonathan Yang – jonathan.yang.nhs@gmail.com or Caitlin Zhu – caitlin.zhu.nhs@gmail.com and Member Relations Coordinator, Michelle Luan – michelle.luan.nhs@gmail.com.



PSHS NHS MEMBER COMMITMENT FORM FALL 2017 SIGNATURE PAGE

Returning Senior

New Member Senior

New Member Junior

PLEASE PRINT

NAME (Last, First): _____ NICKNAME (if any): _____

STUDENT ID #: _____ GRADE: _____ CELL PHONE #: _____

E-MAIL ADDRESS: _____ T-SHIRT SIZE: _____

HOME ADDRESS: _____ HOME PHONE #: _____

*By signing below, I acknowledge that I have been informed of, understood and shared with my guardians the basic PSHS Chapter National Honor Society 2017-2018 guidelines and procedures. I am voluntarily agreeing to fulfill the requirements necessary to be a member of the PSHS Chapter National Honor Society. Furthermore, I agree to turn in this form signed and dated with my **\$20 dues** (cash or check – see instructions below) during **both lunches, 7th period or after school** in the **Lecture Hall** by the following dates:*

LAST NAME A-L – THURSDAY, SEPTEMBER 14TH***LAST NAME M-Z – FRIDAY, SEPTEMBER 15TH***

I realize that failure to do so may result in refusal of admittance or dismissal from the organization.

Student's Printed Name / ID #_____
Student's Signature_____
Date_____
Grade_____
Guardian's Printed Name_____
Guardian's Signature_____
Date

Per PISD policy, all checks must include an address, phone #, driver's license # of the check writer & the student's ID #. Make check out to **PSHS NHS**.



PSHS NHS MEMBER COMMITMENT FORM FALL 2017 SIGNATURE PAGE

Returning Senior

New Member Senior

New Member Junior

PLEASE PRINT

NAME (Last, First): _____ NICKNAME (if any): _____

STUDENT ID #: _____ GRADE: _____ CELL PHONE #: _____

E-MAIL ADDRESS: _____ T-SHIRT SIZE: _____

HOME ADDRESS: _____ HOME PHONE #: _____

*By signing below, I acknowledge that I have been informed of, understood and shared with my guardians the basic PSHS Chapter National Honor Society 2017-2018 guidelines and procedures. I am voluntarily agreeing to fulfill the requirements necessary to be a member of the PSHS Chapter National Honor Society. Furthermore, I agree to turn in this form signed and dated with my **\$20 dues** (cash or check – see instructions below) during **both lunches, 7th period or after school** in the **Lecture Hall** by the following dates:*

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Student's Signature_____
Date_____
Grade_____
Guardian's Printed Name_____
Guardian's Signature_____
Date

Per PISD policy, all checks must include an **address, phone #, driver's license # of the check writer & the student's ID #. Make check out to PSHS NHS.**