



# MILFORD HIGH SCHOOL NATIONAL HONOR SOCIETY CHAPTER 9341



## STUDENT HANDBOOK

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# MILFORD HIGH SCHOOL - NATIONAL HONOR SOCIETY

## ARTICLE I. INTRODUCTORY STATEMENT

The National Honor Society (NHS; <http://www.nhs.us/>) is a nationwide association sponsored by the National Association of Secondary School Principals (NASSP; <http://www.nassp.org>). It is dedicated to promoting appropriate recognition for students who reflect outstanding accomplishments in the areas of Scholarship, Character, Leadership, and Service. Membership in NHS is both an honor and a privilege bestowed upon a student.

Milford High School's chapter of NHS is organized around and functions in accordance with the National Honor Society Handbook. Its Bylaws and other related chapter information is posted on the school website: <http://national-honor-socie.hightschool.milfordpublicschools.com/>

## ARTICLE II. THE PRINCIPAL

The principal has the right to approve all activities and decisions of the chapter. It is the responsibility of the principal to appoint the advisers(s) and members of the faculty council, and to ensure fair selection and dismissal procedures consistent with the national handbook and chapter bylaws.

## ARTICLE III. THE ADVISERS

The NHS chapter adviser(s) is responsible for the daily activities of the chapter and must also chair the meetings of the NHS faculty council. It is also the responsibility of the adviser(s) to communicate NHS faculty council decisions to chapter members. The NHS adviser(s) is a non-voting member of the faculty council.

## ARTICLE IV. THE FACULTY COUNCIL

The faculty council shall consist of five (5) voting faculty members, appointed annually by the principal. The advisers work with the faculty council in selecting, disciplining, or dismissing members. It is important to remember that in matters concerning NHS, members of the faculty council do not promote individual interests, but represent and work on behalf of the entire faculty. Membership in NHS will be granted only to those students selected by a majority vote of the faculty council.

## ARTICLE V. THE SELECTION OF MEMBERS

Membership in National Honor Society is a privilege and not a right. As stated in the National Handbook, students do not apply for membership and membership is not automatically conveyed because a student has a specific level of academic performance. It is not an honor roll, but an honor bestowed upon those students who have demonstrated excellence in the qualities of scholarship, character, leadership, and service.

**Section 1:** Any student who wishes to be considered for membership in Chapter 9341 of NHS should:

- Complete at least ten (10) terms of high school.
- Attain a weighted GPA of 3.50 (unrounded), effective for the Class of 2019
- Hereafter, in order to maintain consistently high expectations along with outstanding academic achievement for all member as outlined in the Scholarship pillar, the GPA requirement will follow the increased rigor outlined herein:

Class of 2020:	3.55 (unrounded)
Class of 2021, and after:	3.60 (unrounded)

**Section 2:** Students scholastically eligible will be invited to attend a meeting held in February (a meeting will be held in September for eligible seniors). At that time the NHS adviser(s) will explain the selection process and provide students with the Student Portfolio. The Portfolio includes a Signature Form, Activity Form, Service

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Summary Form, Service Validation Form, Awards and Recognitions Form, Requested Faculty Evaluation Form, and a Faculty Evaluation Form. Completed portfolios must be returned to the adviser(s) within the designated deadline. Failure to meet the deadline will result in exclusion from the selection process. Late portfolios or late information, including signatures for service and leadership activities, clarification of activities or service performed, will not be accepted.

The NHS faculty council will review the portfolios for evidence of outstanding character, leadership and service.

**Section 3:** In the selection process the NHS faculty council is guided by the following criteria:

1. **Service**Service is defined as those actions undertaken by the student which may be performed by or through an existing organization for public or charitable purposes, without any direct financial or material compensation to the individual performing the service.
2. A minimum of forty (40) documented hours of voluntary service in a minimum of two (2) different types of activities from date of entry at Milford High School is required. Of the two different service activities, one provided by a student as evidence of service can NOT be through another organization or for another purpose (including, but not limited to, CARE, boy/girl scouts, or confirmation requirements). The faculty council will look for students to have made a commitment to a particular activity or organization as part of this requirement. If a student makes an exceptional and sustained contribution to a single organization (in excess of 50 hours) it is possible that a single activity will be acceptable for selection. See the NHS website for examples.
3. The Service Validation Form of the Portfolio requires dates and descriptions of the service activity in addition to a signature, other than a parent, verifying the completion of the activity. Examples are available on the NHS website.

**Note:** If a student received verification of a past service activity through a letter or certificate of participation, the student need only attach a copy of that letter or certificate to his/her portfolio rather than seek additional signatures on the Service Validation Form in the Portfolio. The letter must mention the student by name and contain a readable signature.

Students must have signatures for all activities when their portfolios are submitted. If signatures are missing, those hours affected will not count toward the service requirement.

## **a) Leadership**

1. The leadership criterion is considered highly important for membership selection. The faculty council considers membership and involvement in clubs, organizations, and athletic teams to be the measure of leadership. Further, the faculty council looks for students to demonstrate a diversity of interests in their participation.
2. To be selected, students must have actively participated in at least three (3) different activities, clubs, organizations, and/or athletic teams. Students must demonstrate a commitment of more than one (1) year in at least two (2) of them. At least one (1) of the activities must be school related.
3. The council recognizes that not all students will hold office or positions of responsibility; however, active involvement in the aforementioned groups should be demonstrated as it provides an opportunity to:
  - demonstrate leadership in promoting school activities
  - contribute ideas that improve the school environment

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- exercise influence on peers in upholding school ideals
- inspire positive behavior in others

**Note:** Students must have signatures for all activities when their portfolios are submitted. If signatures are missing, those activities affected will not count toward the leadership requirement.

### **b) Character**

1. Character is an equally important criterion for selection to NHS. When considering this standard the faculty council looks for a student who:
  - Consistently exemplifies desirable qualities of behavior
  - Upholds principles of morality and ethics
  - Demonstrates the highest standards of honesty and reliability
  - Shows courtesy, concern and respect for others
  - Observes instructions and rules, both inside and outside the classroom
  - Manifests truthfulness in acknowledging obedience to rules and avoiding all forms of cheating
2. In order to successfully assess character, the advisers solicit information on behalf of the faculty council from all members of the staff and administration. Any evidence of problems with character (which includes violations of school policy documented on a student's record) must be clearly identified and/or documented in order to be used as a factor in the selection process. All judgments in this are free of speculation and rumor. Any information received from staff members and administration is shared with the faculty council to be used as part of their assessment of a student's character.
3. Students are required to request three (3) Faculty Evaluation Forms be completed on their behalf as part of their portfolio. Students may request the form be completed by any member of the MHS faculty/staff but are encouraged to choose faculty members with whom they have a strong relationship. The request should be made to a faculty member who knows the student well and would speak accurately and positively on behalf of the candidate's character.

This evaluation form is considered part of the student's portfolio which is reviewed during the selection process. If this form is not completed and submitted with the rest of the portfolio, the student will not be considered for membership in the National Honor Society.

Completion of the Faculty Evaluation Forms does not guarantee selection.

4. If a student violates school policy during the time of the selection process and/or after the selection process but before the induction ceremony, the faculty council has the right to reverse the initial decision and notify the student in writing without a formal hearing. The student will have the opportunity to apply during the subsequent school year, if eligibility requirements are met.

**Section 4:** After a complete review of the portfolio and discussion of each candidate, selection decisions are made. Membership in NHS will be granted only to those students selected by a majority vote of the faculty council. It is important to note that the council considers the total picture of each student and that decisions made by the faculty council are final.

**Section 5:** Those students selected for membership will be notified in writing and inducted in a special ceremony each year. Students not selected will be given a letter that consists of a brief explanation and, in order to ensure immediate feedback concerning the decision of the council, an appointment with the adviser(s) for further

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explanation. A student can elect not to attend the appointment. It is at this time that the adviser(s) suggests options to enhance the student's portfolio for consideration of selection at a later date (if applicable).

**Section 6:** If a student or parent has further questions concerning the decision made by the faculty council, he or she must contact the principal directly, who will arrange a meeting with the student, the parent(s) and the adviser(s). Any questions regarding the decision of the faculty council or appeals of the council's decision must be submitted in writing within one (1) week of the original notification.

**Section 7:** Any student not selected or not eligible during junior year is permitted to apply to NHS during senior year provided that the student is academically eligible at the fall deadline. Resubmitted portfolios should demonstrate a continued commitment for all eligible criteria for selection. Consistent with the process during junior year, students will be notified in writing if they are academically eligible and asked to attend an informational meeting. The portfolio process and selection process for seniors occurs in the Fall and follows the same guidelines as previously explained in Sections 1-5 above.

**Section 8:** Portfolios for selection, once submitted, are the property of the faculty council. Portfolios will not be copied nor returned to students when the selection process is complete. Students are encouraged to make a photocopy of their portfolios before submitting them.

### ARTICLE VI. MEMBERSHIP

**Section 1:** Each NHS member must maintain the academic requirement (refer to Article V Section 1 for details).

**Section 2:** All NHS students must maintain a standing of sound character. Continuing the spirit of character which qualified students for selection, National Honor Society has a behavior code which explains the behavior expected of all NHS members (see Part III: Behavior Code). Violators of school policy are subject to dismissal. Violations include, but are not limited to:

- disrespect to school officials (including administrators, teachers, custodial staff, aides, school resource officer)
- use of, possession of, or sale of illegal drugs and alcohol both in and outside of school
- vandalism
- cheating (including plagiarism)
- inappropriate behavior that reflects negatively on the individual and/or the organization

Students and their parents must sign the behavior code. Failure to do so will result in disciplinary action.

**Section 3:** Members are required to regularly attend meetings. Attendance requirements are outlined in Article VIII.

**Section 4:** NHS students are expected to participate in chapter projects and to continue their school and community service. Service requirements are outlined in Article XI.

### ARTICLE VII. DISCIPLINE & DISMISSAL

In order to maintain the integrity of the National Honor Society, all members are subject to disciplining and/or dismissal for the following reasons:

1. Failure to maintain the academic requirement (see Article V Section 1):
2. Failure to meet service requirements
3. Violations of the behavior code

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### 4. Failure to attend scheduled meetings

In any of the situations listed above, a written warning is sent to the member and his/her parent(s). The student is then considered to have warning status. In the case of academics, service, and/or attendance, if in a subsequent term the status has not improved, the student is subject to dismissal. For violations of the behavior code, a student is immediately subject to dismissal.

In all cases, if a student is subject to dismissal, the student will be notified of a scheduled hearing and the reason for the hearing. The following is a list of those in attendance at the hearing: the faculty council, the adviser(s), and the student accompanied by a parent if desired. It is also possible that an administrator or teacher will be present, although this is not required.

During the hearing, the student's case will be reviewed. The faculty council will ask the student questions and the student will be given the opportunity to speak regarding the case, if desired. Once the questioning is complete, the student and parent (if present) will be asked to leave and the faculty council will have a discussion and perform a vote on the continued membership of the individual. For purposes of dismissal, a majority vote of the faculty council is required. The adviser(s) will notify the student in writing explaining the faculty council's decision.

The faculty council has three options when they vote regarding the membership of a student:

1. Exoneration
2. Immediate Dismissal: The student is notified and removed from the current NHS listing. The Faculty Council reserves the right to notify schools and colleges to which the student has sent application(s) and/or been admitted.
3. Continued Membership on Warning: The student is notified and immediately allowed to participate in ongoing chapter activities. Subsequent violations are subject to immediate dismissal.

A student has a period of one (1) week following the hearing to appeal the faculty council's decision to the principal. After this time, the faculty council's decision is considered final and cannot be reconsidered.

## ARTICLE VIII. MEETINGS

**Section 1:** Meetings for NHS will be held every other week during a date and time voted on by the membership and are mandatory. Special meetings may be scheduled by the president with approval from the executive board and the adviser(s). Attendance at these special meetings is also considered mandatory.

**Section 2:** Members must notify a member of the Executive Board or the adviser(s) to excuse absences. Members are permitted up to four (4) excused absences and two (2) unexcused absence per year. An excused absence from school is considered an excused absence from a meeting.

**Section 3:** If there is a concern regarding absenteeism, a written warning may be issued by the adviser(s). Persistent attendance problems could result in dismissal.

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## ARTICLE IX. EXECUTIVE BOARD

### **Section 1:** Officer Duties

Student members of the NHS shall elect fellow NHS members for positions on an Executive Board. The Executive Board will be the governing body of the NHS chapter, consisting of four members who will distribute the following responsibilities:

- Preside at all meetings (including development of the agenda for adviser approval)
- Call additional or special meetings as necessary
- Keep updated attendance for each meeting
- Keep updated minutes for each meeting
- Contact members of the community regarding group service activities
- Be responsible for finances and keep up to date records in accordance of school regulations
- Chair committee to oversee implementation of the organization's goals and projects, including, but not limited to: recycling, football programs, winter service project, Senior Senior Prom, Family Feud, etc.
- Oversee NHS Outreach at Open House (2 per year)
- Facilitate Induction Ceremony

Officers will distribute duties at a meeting chaired by the advisers. Any changes thereafter must be agreeable to all members of the Executive Board. In addition, the adviser(s) shall be given the revised list of duties.

**Section 2:** After the induction ceremony, nominations for the positions of officers shall be conducted and a ballot constructed. Officers must be entering senior year the next fall and shall be elected during one of the remaining regular meetings.

**Section 3:** It is advisable that members who will hold position of president, vice president, secretary or treasurer in another club or activity should not hold office in Chapter 9341 of the National Honor Society within the same school year.

**Section 4:** A majority of votes cast shall be necessary to elect any office of this chapter. The four nominees with the most votes cast in their favor will be elected to the four positions of Executive Officer.

## ARTICLE X. SERVICE

**Section 1:** Each member shall be required to complete a certain number of hours of community service.

As a *junior*, a member must:

- Complete a minimum of 5 group service project hours

All service obligations for juniors must be completed by the end of the school year (see Service Verification Form).

As a *senior*, a member must:

- Complete a minimum of 15 group service project
- Complete a minimum of 10 individual service project (ISP) hours, some (up to 5) of which may be performed during the summer months
- Complete a verification of service hours every two months or as requested by the advisers

All service obligations for seniors must be completed by the end of April (see Service Verification Form).

For summer hours, verification must be submitted by September 30.



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Any hours that were submitted as part of the portfolio process will not be counted toward the service requirements as outlined above. Students and their parents must sign the Service Obligation Form. Failure to submit this form will result in disciplinary action.

If a member is ever in doubt as to the appropriateness of the service activity he or she should seek the advice of the adviser(s).

**Section 2:** Group service projects are coordinated by the Honor Society and require little individual initiation other than to be in attendance. Generally, these activities do not require completion of a service validation form. Participation will be documented through an attendance record at the activity verified by the adviser(s). All students should take care to sign-in and out (including times) at all group activities. If ever a student has a question regarding whether he/she must complete a validation form, see an adviser. Examples of group service activities include, but are not limited to: Best Buddies Dances, Football Games, Recycling, Penny Wars, and Homework Haven.

**Section 3:** Individual service projects are activities which require individual initiative and follow-through. Students are often made aware of individual volunteer opportunities at membership meetings, but must take responsibility for carrying out the activity. All individual service projects require completion of the Service Validation Form with the signature of the adult who supervised the activity to receive credit for service (this may not be an immediate family member). Members who do not meet the service requirement may be placed on warning.

**Section 4:** The Adviser(s) will keep all records submitted by members for at least one (1) school year.

## ARTICLE XI. SUPERVISION

**Section 1:** The adviser(s) must be present at all meetings

**Section 2:** It is the adviser(s)' duty to check members' quality point averages at the end of each semester. If a member has fallen below the academic requirement, the adviser(s) will notify the student, his parent or guardian and follow the instructions in Article VII.

**Section 3:** It is the adviser(s)' duty to check members' conduct record periodically through the year. If a member has violated school policy and is in violation of the behavior code, the adviser(s) will notify the student, his parent or guardian and follow the instructions in Article VII.

## ARTICLE XII. REVISION OF BYLAWS

**Section 1:** Revision of bylaws must be proposed before the faculty council. The president of NHS may request to be present to represent the members. All revisions must come to a faculty council vote. A majority vote puts revisions in effect. A vote is also made to determine the effective date of the revisions.

**Amendment I:** Recent revisions were made to the bylaws after a unanimous faculty council vote (2/2006). Revisions are effective for all portfolios received after 8/31/2006 and are duly noted in the bylaws.

**Amendment II:** Recent revisions were made to the bylaws after a unanimous faculty council vote (6/2006). Revisions are effective for all current members and all portfolios received after 8/31/2006. These changes are duly noted in the bylaws.

**Amendment III:** Recent revisions were made to the bylaws after a unanimous faculty council vote (06/04/2008). Revisions are effective immediately unless duly noted in the



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bylaws.

**Amendment IV:** Recent revisions were made to the bylaws after a majority faculty council vote (06/05/2009). Revisions are effective immediately unless duly noted in the bylaws.

**Amendment V:** Recent revisions were made to the bylaws after a majority faculty council vote (06/18/2012). Revisions are effective immediately unless duly noted in the bylaws.

**Amendment VI:** Recent revisions were made to the bylaws after a majority faculty council vote (06/18/2012). Revisions are effective immediately unless duly noted in the bylaws.

**Amendment VII:** Recent revisions were made to the bylaws after a majority faculty council vote (08/15/2013). Revisions are effective immediately unless duly noted in the bylaws.

**Amendment VIII:** Recent revisions were made to the bylaws after a majority faculty council vote (08/2015). Revisions are effective immediately unless duly noted in the bylaws.

updated 8/2015

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## STUDENT PORTFOLIO

It has been determined that you are scholastically eligible to become a member of Milford High School's Chapter 9341 of the National Honor Society. Scholarship, however, is only one of the four criteria used in the selection process for the National Honor Society. In addition, a student is expected to be outstanding in the areas of leadership, character and service.

If you wish to be considered for selection to Chapter 9341, this portfolio must be completed and signed by your parent or guardian on or before \_\_\_\_\_. Using information from this portfolio, the three (3) faculty evaluation forms, faculty input, and any other verifiable data about each candidate, the Faculty Council will make the final decision concerning membership in the National Honor Society.

Please note the following:

1. All leadership activities must be validated by a readable signature, with title, in order to be considered by the Faculty Council. Parents or immediate family members may not validate activities of any kind.
2. All service activities must be validated with a SERVICE VALIDATION FORM.
3. All information in this portfolio, except for signatures, must be typed or neatly written and legible.
4. Any inclusion of false information will automatically eliminate a student from further consideration of membership.
5. Late forms and late information, including signatures, will not be accepted.
6. **Completion of this portfolio does not guarantee selection.**
7. This page **must** be signed by a parent/guardian and the candidate and **must** be returned with the portfolio.

I have read the Milford High School Chapter 9341 National Honor Society Portfolio and I understand that membership in the organization involves being outstanding not only in scholarship, but also in the areas of leadership, character and service. I have read the responses contained herein and I attest that this form is an original and has been completed accurately.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## STUDENT PORTFOLIO – ACTIVITY FORM

STUDENT NAME: \_\_\_\_\_

List all activities in which you have actively participated during high school. Include clubs, teams, musical groups, etc. Activities will be categorized by the nature of the activity. To be selected, students must have actively participated in at least three (3) different activities, clubs, organizations, and/or athletic teams. Students must demonstrate a commitment of more than one (1) year in at least two (2) of them. At least one (1) of the activities must be school related. Examples include but are not limited to Sports, Music, Work, Theater, Class Activities, Church, Charitable Organizations, and Social Organizations. See NHS By-Laws for additional information regarding the criteria used for selection and portfolios samples.

ACTIVITY:	CIRCLE ALL THAT APPLY			
	9	10	11	12
SPONSOR'S NAME/TITLE:	SIGNATURE OF SPONSOR:			

ACTIVITY:	CIRCLE ALL THAT APPLY			
	9	10	11	12
SPONSOR'S NAME/TITLE:	SIGNATURE OF SPONSOR:			

ACTIVITY:	CIRCLE ALL THAT APPLY			
	9	10	11	12
SPONSOR'S NAME/TITLE:	SIGNATURE OF SPONSOR:			

ACTIVITY:	CIRCLE ALL THAT APPLY			
	9	10	11	12
SPONSOR'S NAME/TITLE:	SIGNATURE OF SPONSOR:			

ACTIVITY:	CIRCLE ALL THAT APPLY			
	9	10	11	12
SPONSOR'S NAME/TITLE:	SIGNATURE OF SPONSOR:			

ACTIVITY:	CIRCLE ALL THAT APPLY			
	9	10	11	12
SPONSOR'S NAME/TITLE:	SIGNATURE OF SPONSOR:			

ACTIVITY:	CIRCLE ALL THAT APPLY			
	9	10	11	12
SPONSOR'S NAME/TITLE:	SIGNATURE OF SPONSOR:			

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## STUDENT PORTFOLIO – ACCEPTABLE INDIVIDUAL SERVICE PROJECTS

The following are some examples of acceptable service projects. In general, the service must be provided for a non-profit entity. Working at a for profit organization and refusing payment does NOT meet the service requirements of the organization. If a student is ever in question as to whether their project will be acceptable, he/she should consult the NHS advisers.

1. Milford Regional Medical Center Volunteers
2. Volunteering at the Milford Senior Center
3. Volunteering at the Nursing Home
4. Coaching athletic teams in the community
5. Teaching Religious Education
6. Volunteering at Church/Religious Locations
7. Volunteering at animal shelters
8. Habitat for Humanity
9. Relay for Life (any hours in excess of 3 must be accompanied by a letter explaining the student's involvement by the event coordinator)
10. Walk for Hunger (and other, similar type activities)
11. Volunteering at the Milford Food Pantry
12. Winterhaven Shelter for the Homeless (and other shelters)
13. Volunteering at the Salvation Army
14. Tutoring (The service must be provided through a preexisting tutoring program i.e. the MHS Guidance Department or the Milford Youth Center. Tutoring on a one-on-one basis signed off by a parent/guardian is NOT acceptable.)

### PLEASE NOTE:

ALL SERVICE ACTIVITIES MUST BE DOCUMENTED AND VERIFIED (WITH A SIGNATURE) BY THE PERSON/ORGANIZATION FOR WHOM YOU DID THE SERVICE USING THE SERVICE SUMMARY AND VALIDATION FORMS.

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## STUDENT PORTFOLIO – SERVICE SUMMARY FORM

STUDENT NAME: \_\_\_\_\_

Service is defined as those actions undertaken by a student which are performed by or through an existing organization for public or charitable purposes, without any direct financial or material compensation to the individual performing the service. For this form:

- a) List all service activities in which you have participated throughout school, church, or the community, AND
- b) Attach service validation forms for each of the activities listed, OR
- c) Attach a letter on the letterhead of the sponsoring organization which includes all information requested on the service validation form.
- d) Your activities must meet the above definition of service.

A minimum of 40 documented hours must be included in order to be considered for membership. See NHS By-Laws for additional information regarding the criteria used for selection and portfolios samples.

SERVICE	# HRS.	DATE(S) OF SERVICE

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## STUDENT PORTFOLIO – SERVICE VALIDATION FORM

STUDENT NAME: \_\_\_\_\_

Service is defined as those actions undertaken by a student which may be performed by or through an existing organization for public or charitable purposes, without any direct financial or material compensation to the individual performing the service.

Date(s) of Service: \_\_\_\_\_

This is to verify that the above named student successfully completed \_\_\_\_\_ (# of hours) of community service.

ORGANIZATION: \_\_\_\_\_

NAME OF SPONSOR: \_\_\_\_\_

TITLE/ROLE OF SPONSOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Please provide a description of the quality and nature of the service the student performed while under your supervision (attach letter if applicable):

PLEASE NOTE: PARENTS/GUARDIANS/IMMEDIATE FAMILY MEMBERS MAY NOT SIGN THIS FORM TO VALIDATE A STUDENT'S PARTICIPATION IN A SERVICE ACTIVITY.

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## STUDENT PORTFOLIO – AWARDS & SPECIAL RECOGNITION FORM

STUDENT NAME: \_\_\_\_\_

List any special recognition you have received from school, church and/or the community.

AWARD	GIVEN BY/FOR	DATE OF RECEIPT

## STUDENT PORTFOLIO – FACULTY REQUESTED TO COMPLETE EVALUATION FORM

STUDENT NAME: \_\_\_\_\_

List the faculty/staff members you have requested to complete an evaluation form on your behalf. Students may choose any individual that is a member of the MHS faculty but are encouraged to choose faculty members with whom they have a strong relationship. The faculty member should be someone who would speak positively on your behalf.

Students should request THREE faculty members to complete an evaluation form on their behalf.

Name	Relationship
Name	Relationship
Name	Relationship



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## STUDENT PORTFOLIO – FACULTY EVALUATION FORM

The following student has been identified as a candidate for selection to our chapter of the honor society. Candidacy begins by meeting our Scholarship criterion(Article V, Section 1) which has been met by the student. Each candidate will submit to the Faculty Council a Portfolio, but additional information is being requested to assist in this selection process.

For each of the criteria listed below, please use the rating scale provided to evaluate the student. Please consider these ratings as seriously as you would any grade entered into your grading system.

Please sign the bottom of the form and return it directly to either Caitlyn Small or Tim Dowd. Please do not return the form to the student as we would like to keep all responses confidential. Your cooperation in this selection process is greatly appreciated.

Criteria	Poor	Below Average	Average	Good	Outstanding
Leadership					
Character					
Integrity					
Initiative					
Respect					

Additional Comments (if applicable):

Signature:\_\_\_\_\_Date:\_\_\_\_\_

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## BEHAVIOR CODE

The qualifications for selection to National Honor Society are that a student be outstanding in areas of scholarship, leadership, character, and service. Once selected, all members of National Honor Society must maintain these high standards:

The following actions are subject to dismissal:

1. Failure to maintain the academic requirement (see Article V Section 1).
2. Failure to meet service requirements (see Article XI).
3. Violations of school policy which include, but are not limited to:
  - disrespect to school officials (including administrators, teachers, custodial staff, aides, school resource officer)
  - use of, possession of, or sale of illegal drugs and alcohol both in and outside of school
  - vandalism
  - cheating (including plagiarism)
  - inappropriate behavior that reflects negatively on the individual and/or the organization
4. Failure to attend scheduled meetings (see Article VIII)

If disciplinary action is to be made, members will be given a written warning. Before any member is dismissed, he/she is entitled to a hearing before the faculty council. For additional information regarding discipline and dismissal, refer to the NHS by-laws (Article VII).

(Please detach and retain this portion for your records)

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Please sign and return this portion to the NHS adviser(s) before the induction ceremony:

I have read the above Behavior Code for Milford High School's Chapter 9341 of the National Honor Society. I understand and realize that it must and will be enforced.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

# MILFORD HIGH SCHOOL - NATIONAL HONOR SOCIETY

## SERVICE OBLIGATION FORM

I understand that in order to maintain good standing in the Milford High School Chapter 9341 of the National Honor Society I must participate in both group and individual service projects. The following are the service requirements for maintaining membership:

1. A minimum of 10 individual service project hours. (See Article XI)
2. A minimum of 15 group service project hours (group service activities sponsored by NHS. These include participation in the recycling program). (See Article XI)

Some (up to 50%) individual service hours may be completed during the summer months of July and August, but must be submitted by September 30 to be counted. All other service hours must be validated every two months, or upon the request of the adviser(s). (See Article XI).

I understand that failure to submit forms on a regular basis could result in disciplinary action.

(Please detach and retain this portion for your records)

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Please sign and return this portion to the NHS adviser(s) before the induction ceremony:

I have read and understand the Milford High School Chapter 9341 of the National Honor Society's service obligations.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_