

Olathe East National Honor Society Application Packet Summary

Page 1- Requirements for membership. Please read carefully. Student attendance and disciplinary record will be reviewed.

Page 2- Instructions for candidates for application after completion. **Deadline October 3rd at 3:05.** **No late applications will be accepted.**

Page 3-Teacher/Sponsor Listing Sheet. List teachers for this year and last. List activity sponsors (3). These sponsors must match the sponsor recommendation forms. ***One activity must be school related and one must be out of school.***

Pages 4-6- (Optional) Activity sponsor recommendation forms. Give to the 3 sponsors that are listed on page 3. You must print 3 copies of this page. Give sponsors the form with an addressed and stamped envelope. Highlight the due date at the bottom of the page. ***Make sure sponsor understands that recommendation forms received after the due date will not be considered.***

Page 7- Community Service Recap. List all community service completed since the ninth grade. All projects must be verified with a signature of a sponsor who saw you do the work. **12 total hours are required.**

Pages 8-12- Teacher recommendation forms. Give to 5 of your 7 second semester teachers from the last school year. You must print 5 copies of this page. Add your name to the top and highlight the due date at the bottom.

Page 13- Dismissal procedures: **parent and student signatures are required.**

Pages 14 Dates to remember: remove this page from your application. **Keep them. Write them in your planner.** It is very important that you meet all due dates and requirements.

Return your application packet in the envelope provided to Mrs. Swyers in room 805 or Mrs. Rippee room 807.

OLATHE EAST HIGH SCHOOL
NATIONAL HONOR SOCIETY
 MEMBERSHIP GUIDELINES

A cumulative GPA of 3.75 is the first step in the selection process for NHS membership. However, ***GPA alone does not guarantee election to NHS.*** Excellence in the areas of service to school and community, leadership, character, and successful completion of a service internship are the other requirements of induction into NHS.

Specifically, requirements are:

1. 3.75 cumulative GPA.
2. Consistency in grades (no D's or F's for semester grades since ninth grade).
3. Current involvement in 3 organizations or activities. These can include school and/or community organizations. ***One must be within school and one must be out of school.***
4. Evidence of service and leadership from sponsor recommendations. 3 required.
5. Consistent excellent ratings from O.E. teachers regarding character and leadership. 5 of 7 teachers from second semester of the last school year required.
6. Prior to selection- 12 community service hours are required. These hours can include community and/or service done with an Olathe East organization and count since 9th grade year. Teacher's aide positions or training session do not count.
7. Review of the candidate's attendance record and disciplinary file at Olathe East.
8. After selection—community service hours are required. A total of 25 hours are to be completed during the internship period as follows: Twelve-10 minute sessions of lunch room clean-up for a total of 2 hours, 3 can be attained from the Neon Run Fundraiser, and 20 hours from any service project approved by an NHS sponsor.

If a student accepts membership in NHS, he/she must maintain the criteria on which selection for membership was made. GPA must be maintained each semester. The student realizes that NHS recognizes academics as well as service rendered to school and community by participating in a variety of projects. The student will be required to complete additional service hours while a member of NHS.

Timeline: The candidate is notified of eligibility at the beginning of first semester of the junior or senior year. If selected, a service internship must be completed. **Induction into NHS will be held November 2nd in the evening.**

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| <p>CODE OF CONDUCT FOR NHS MEMBERS: MAINTAIN HIGH STANDARDS OF <u>CHARACTER</u> CREATE ENTHUSIASM FOR <u>SCHOLARSHIP</u> DESIRE TO RENDER <u>SERVICE</u> PROMOTE <u>LEADERSHIP</u></p> |
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Instructions for Candidates:

1. Look through and thoroughly read ALL materials. Share the materials with your parents.
2. Immediately give the teachers forms. **Write on form that due date in Oct 3rd to Rippee or Swyers.**
3. Check back in with teachers to confirm that their forms have been turned in. (Please remember that teachers have a million responsibilities and are writing more than one recommendation. It is your responsibility to politely ask if the teacher has given the form to the NHS sponsors.)
4. Contact your outside sponsors and give them an addressed, stamped envelope. Do not make them work harder than they have to. Attach a letter to the envelope and form explaining the necessity that the October 3rd deadline be adhered to. This is optional but could clear up any misconception a teacher may have about you as a person.
5. Before Sept. 30th, check with Mrs. Swyers to see if your file is complete. This will tell you how much work you have left to do.
6. If your file is incomplete, and you know you've handed in everything, gently remind teachers on Sept. 30th that the due date is Oct. 3rd and that NHS will not accept late applications.
7. Be sure you have filled out the teacher-sponsor listing, the community service record, the dismissal form AND an essay answering the following question: In a one-page essay, explain your greatest attributes as a leader as well as your greatest weaknesses.
8. Once you have completed all of the above, clip these items together and deliver to Gretl Swyers in room 805 or Jennifer Rippee in room 807.
9. Hand the documents you are responsible for IN TOGETHER...do not bring them in a document at a time. (You could even plan on having them at the Sept. 28th meeting.)
10. Be certain you check and double-check with your teachers and sponsors in order to see your application file COMPLETE!! 😊

**NATIONAL HONOR SOCIETY
OLATHE EAST HIGH SCHOOL CHAPTER**

TEACHER/SPONSOR LISTING SHEET

This year's class schedule: (please use first semester teachers)

| Class | Hour | Teacher |
|-------|-------|---------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Last year's teachers (provide both first and second semester teachers if applicable)

| | |
|---------|----------|
| 1 _____ | 8 _____ |
| 2 _____ | 9 _____ |
| 3 _____ | 10 _____ |
| 4 _____ | 11 _____ |
| 5 _____ | 12 _____ |
| 6 _____ | 13 _____ |
| 7 _____ | 14 _____ |

Current sponsors:

- 1 _____
- 2 _____
- 3 _____

Name of activity:

- _____
- _____
- _____

One activity must be within school and one must be out of school.

NOTE: For sponsors of non-school related activities, please provide a stamped envelope with return address of:

Olathe East High School
Gretl Swyers
NHS
14545 W. 127th Street
Olathe, KS 66062

DUE: October 3rd, 2016 BY 3:30 P.M.

**NATIONAL HONOR SOCIETY
OLATHE EAST HIGH SCHOOL CHAPTER**
STUDENT NAME: _____

CONFIDENTIAL RECOMMENDATION FORM FOR SPONSORS

Name of Sponsor _____ Name of Student _____

Name of Activity _____

Please answer the following questions accurately:

1. How long have you known this student?
2. Did this student actively involve himself/herself in this activity? YES or NO
3. Please estimate the number of hours the student had spent in the activity per week: _____ hours,
4. The ideals of NHS are character and leadership. Please circle the word that best describes the traits in this student.

| Trait | Great 4.0 | 3.5 | Very Good 3.0 | 2.5 | Average 2.0 | 1.5 | Fair 1.0 | .05 | Poor 0.0 |
|------------|--------------|-----|------------------|-----|----------------|-----|-------------|-----|-------------|
| Character | | | | | | | | | |
| Leadership | | | | | | | | | |

5. Additional information that you would like to share.

Sponsor Signature: _____

Please return the above recommendation form to the student in a sealed envelope or return to:

Olathe East High School
Gretl Swyers
NHS
14545 W. 127th Street
Olathe, KS 66062

DEADLINE FOR RECEIPT OF RECOMMENDATIONS IS OCTOBER 3RD, 2016 BY 3:30 P.M.

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CONFIDENTIAL RECOMMENDATION FORM FOR SPONSORS

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Olathe East High School National Honor Society
COMMUNITY SERVICE RECAP

12 community service hours are required for selection. Verification of all service hours from ninth grade to the present time is required. **Any service for a grade or payment does not count. Teacher aide positions and training sessions do not count.**

| Name of project | Organization | Date completed | Hours earned | Verification signature & ph. number <i>(must be signed by adult who witnessed the service)</i> |
|-----------------|--------------|----------------|--------------|---|
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Total Service hours: _____

By signing I verify that the information presented here is true, accurate and complete.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Additional activities may be listed on the back or an attached sheet.

Name of Student: _____

TEACHER CONFIDENTIAL RECOMMENDATION FORM

CHARACTER

1. Takes criticism willingly and accepts recommendations graciously.
2. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
3. Upholds principals of morality and ethics.
4. Cooperates by complying with school regulations.
5. Demonstrates the highest standards of honesty and reliability.
6. Shows courtesy, concern and respect for others.
7. Observes instruction, rules and punctuality.
8. Has powers of concentration and sustained attention as shown by perseverance and application to studies.
9. Manifests truthfulness in acknowledging obedience to rules avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
10. Actively helps rid the school of bad influences or environment.

LEADERSHIP

1. Is resourceful in proposing new problems, applying principles, and making suggestions.
2. Demonstrates leadership in promoting school activities.
3. Exercises influence on peers in upholding school ideals.
4. Contributes ideas that improve the civic life of the school.
5. Is able to delegate responsibilities.
6. Exemplifies positive behavior in others.
7. Inspires positive behavior in others.
8. Demonstrates academic initiative.
9. Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and is reliable and dependable.
10. Demonstrates leadership in the classroom and in school activities.
11. Is thoroughly dependable in any responsibility accepted.

After you have read the information on each characteristic circle the appropriate number. 4 is HIGH and represents that the student possess each of the traits listed. 0 is LOW and signifies that the student has none of the traits listed.

After circling the appropriate number for each area total the score and sign the form.

| | | | | | | | | | |
|------------|---|-----|---|-----|---|-----|---|----|---|
| Character | 4 | 3.5 | 3 | 2.5 | 2 | 1.5 | 1 | .5 | 0 |
| Leadership | 4 | 3.5 | 3 | 2.5 | 2 | 1.5 | 1 | .5 | 0 |

Total _____ Signature _____

I have had this student in class at least 1 completed semester. Yes
No

Return to Gretl Swyers or Jennifer Rippee by October 3rd, 2016 by 3:30 p.m. Please write additional comments to support your rating.

** Include any additional information that you would like to share below:

Name of Student: _____

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Return to Gretl Swyers or Jennifer Rippee by October 3rd, 2016 by 3:30 p.m. Please write additional comments to support your rating.

**** Include any additional information that you would like to share below:**

**NATIONAL HONOR SOCIETY
OLATHE EAST HIGH SCHOOL CHAPTER**

DISMISSAL PROCEDURES

The dismissal procedures for the members of the Olathe East High School Chapter of the National Honor Society are as follows:

Reasons for Dismissal:

- I. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter sponsor and given one semester to correct the deficiency **except in the case of flagrant violation of school rules or civic laws, in which case a member does not have to be warned. & immediate dismissal could result.**
 - A. Grades will be checked each semester. Members must maintain a cumulative grade point average of 3.75 and not receive a D or F in any course. If a member falls below a 3.75 GPA, he/she will be notified and will have one semester to bring his/her cumulative GPA back up to 3.75.
 - B. You will be given one warning period during your NHS membership.
- II. In case of a suspension, in-school or out-of-school, **a member will most likely be dismissed.** The NHS faculty council will review the circumstances. Policy is outlined in Appendix A of the Olathe East High School Chapter of the National Honor Society by-laws.
- III. In the case of a violation of civic law, **a member will most likely be dismissed.** The faculty council will review the situation. Policy is outlined in Appendix A of the Olathe East High School Chapter of the National Honor Society by-laws.
- IV. **Non-participation in the NHS induction ceremony,** meetings, or non-completion of service hours will require a member to be reviewed by the faculty council and dismissal could result.

I have read and understand the Dismissal Procedures.

Student Signature _____

Date _____

Parent Signature _____

Date _____

Important Dates:

September 28, 2016—Mandatory Meeting—auditorium @ 7:30 a.m.

October 13th—Neon Run (fundraiser for NHS)—6-10 p.m.

November 2, 2016—Induction Ceremony--@ 6:00 p.m.

How to access the Inductee Application on the NHS website

1. Go to the NHS website: oenhs.weebly.com
2. Click on the tab "Inductee Application"
3. Click on the button called "Inductee Application"
4. Download the word document and print