



National Honor Society

Hours Requirements Information Form 2018-2019

Mrs. Angela Astorga, Adviser

Dr. Tripp Di Nicola, Administrator



GENERAL REGULATIONS:

- **ATTENTION NEW INDUCTEES for OCTOBER 2018:** All Riverside High School National Honor Society members inducted in the current year must complete thirty-five (35) hours over the course of the school season, October 2018-June 2019. *Welcome! We are excited to have you!*
- **VERIFICATION OF HOURS:** Hours are verified officially at each semester point, meaning that twenty (20) hours must be completed by the end of each semester. Be **positive** and think of these as great leadership opportunities about which you can write for college!
- **SEMESTER RECORDING:** A student cannot complete additional hours during the first semester and qualify them for the second semester record. *Each semester must represent at least twenty (20) hours minimum of service.*
- **BREAKDOWN OF HOURS:** The twenty (20) service hours per semester must be comprised of at least:
 - **TEN DESIGNATED HOURS:** Five (5) tutoring hours and five (5) in-club service hours.
 - **TEN MIXED CHOICE HOURS:** The other **ten (10) hours** may be designated as additional tutoring hours, in-club service hours, or out-of-club service hours. These are freely chosen by the student. A student completing an out-of-club service hour opportunity must present his or her plan of action to Mrs. Astorga and Dr. DiNicola for e-mailed approval. The student must then forward the approval to his/her student administrator.
 - **NOTE: Students who failed to complete previous semester hours are required to complete them in fall/spring or will be subject to Faculty Council submission for re-consideration of membership. See Mrs. Astorga / Dr. DiNicola for details.**
 - **ONE GROUP SERVICE PROJECT:** Students must also complete one service project during the year in their associated committees. Students must participate and attend for the entire duration of each event.
- **COMMUNICATION OF HOURS:** Students are required to keep their hard copy log of their hours on the form found online after **Wednesday, September 5** with the necessary information fully complete. They are also required to e-mail their administrating NHS officer each time that hours are completed. This is for safety purposes in case the original log is lost. It is advisable that students make copies of their logs with signatures just to ensure veracity of hours completed.

WHAT ARE THE NHS TUTORING RULES and REQUIREMENTS?

- NHS members are required to complete **5 hours minimum** of tutoring service per semester.
- You may only tutor a student/students under the supervision of a Loudoun County Public Schools faculty or instructional staff member on LCPS school grounds.
- All tutoring arrangements must receive the approval of the teacher of the tutee that the tutee requires the assistance. Any members seeking hours for tutoring that are not related to academic improvement or authentic as approved by the tutee's teacher may be disqualified from submitting tutoring hours.
- In order to receive verification for an hour it must have both the **names of the tutor and the student tutored, the time, the date, the location**, and finally **the signature of the LCPS supervising faculty/instructional staff member**. Fill these out in the appropriate boxes listed on the tutoring log. Tutoring may be done before and after school, as well as during study hall.

1. BEFORE SCHOOL TUTORING (8:00am-9:00am) or AFTER SCHOOL TUTORING (4:10pm-5:10pm)

- A. Before school tutoring may take place any morning during the school week (8:00-9:00am).
- B. After school tutoring may take place any afternoon (4:10-5:10pm) during the school week **EXCEPT** Fridays.
- C. Before and after school tutoring must take place in one of the following two potential locations:
 1. Mr. Getis' Room in AM (1402) or Mr. Wharton's Room in PM (1513) + Other Designated Locations on **NHS Tutoring Online Request Form**
 2. The room / designated school classroom location of the LCPS teacher who assigned a student tutee the session(s). In this case, the supervising LCPS teacher must e-mail the student tutee, Dr. DiNicola, and the NHS administrating officer for verification of the session(s).
- D. NHS members and their tutees are responsible for getting to class on time in the morning. There will be no passes written excusing tardiness because of morning tutoring sessions.
- E. Notify the officer in charge of your admin group of all tutoring via e-mail after the tutoring session takes place and be sure to fill out your tutoring log and request Mrs. Astorga / Dr. DiNicola's / LCPS supervising faculty member's signature.
- F. **SPECIAL CIRCUMSTANCES:** If you have a special request or circumstances regarding tutoring hours, please see Mrs. Astorga / Dr. DiNicola in person with any concerns/requests/questions. Otherwise, your hours may not be approved at the semester check point(s).

2. STUDY HALL/ RESOURCE TUTORING:

- A. Study hall tutoring may only take place in the auditorium through assigned or arranged tutoring requests via:
1. A specific RVHS teacher who has requested tutoring for one of his/her students.
 2. The request form on the website completed by a parent/student requesting a tutoring session during study hall.
- B. An LCPS faculty member must supervise all resource tutoring and sign agreeing that tutoring has taken place.
- C. No other locations may be permitted for study hall tutoring without permission of Mrs. Astorga / Dr. Di Nicola.

HOW DO I EARN TUTORING HOURS?:

- A. **BE PROACTIVE AND SEEK A STUDENT!:** Work regularly with a student assigned by a Riverside HS faculty member. Seek tutoring requests! Ask your teachers...they are always looking to find help for certain students.
- B. **ACCEPT TUTORING REQUESTS WHEN THEY ARE MADE!:** We know this is competitive, but you should accept a tutoring request made online when it is listed as available by our NHS VPs on the provided Google document. Check it regularly!
- C. **BECOME A BEMS/Seldens Landing TUTOR or REGULAR MATH/SCIENCE LAB TUTOR!:** Try to find consistency in tutoring where you have a guarantee to complete the hours.

Remember again that it is the quality of time you spend helping others rather than the quantity of time required that counts the most. This can be an exciting leadership opportunity for you where you actually can mentor a student to his or her own success. Write about it on your college and job applications!

WHAT ARE THE NHS CLUB SERVICE HOUR REQUIREMENTS?

- Service hours are earned via any/all service opportunities e-mailed to NHS members via the NHS officers.
- Service opportunities that are **NOT** sent out via e-mail request from an NHS officer will **NOT** be accepted for this category, but will be accepted in the mixed choice hours section.
- Notify the officer in charge of your admin group of all interest in participation in an in-club service opportunity via e-mail.
- Inability to take part in an NHS club service hour project once the initial interest and proclamation of participation take place will require that student to write a personal e-mail to the supervisor of the service event, Mrs. Astorga, Dr. DiNicola, and the NHS administrating officer **at least a week prior to the event taking place. All emergencies requests should be conducted through Mrs. Astorga / Dr. DiNicola.**
- Students who fail to communicate effectively regarding an absence from a claimed service event project will receive five (5) additional service hours as a requirement.
- Students who attend and participate at a club service event must have signed verification of attendance on the service log **OR** a copy of the sign-in/sign-out register from the supervisor of the event.

WHAT ABOUT THE FIVE ADDITIONAL HOURS? HOW CAN I COMPLETE THEM?

- Members may choose to complete the remaining five (5) service hours through tutoring, in-club service, as well as out of club service. Once again, all required signatures on the service log below **OR** a copy of the sign-in/out register from the supervisor of the event is required for verification of the mixed hours.

WHAT ARE GROUP SERVICE PROJECTS ALL ABOUT?

- Students must participate in via full attendance and performance at a group service project at least once during the school year via committee membership.
- Signatures from both the committee leader and Mrs. Astorga / Dr. DiNicola are required to verify participation in group service projects. Students are expected to attend and participate from the beginning of the event through the end of the event with no exceptions.

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HOW ABOUT MONTHLY MEETINGS? WHAT DO WE DO?

- Members are expected to attend all monthly meetings unless there is a documented excused absence as described in the Riverside HS Student Handbook. All monthly meetings in SY 2018-2019 will offer students viable information about their membership and even opportunities to earn additional service hours. ☺
- Members are encouraged to provide leadership during meetings, submitting their ideas to admin leaders, and become a voice in the organization with the assistance of officer team to empower with resources.
- Members who fail to report excused absences to Mrs. Astorga, Dr. Di Nicola, the admin leader, and sergeants at arms will be marked unexcused absent and receive attendance letters. Any student who has three (3) unexcused absences from meetings will be subject to reconsideration of membership by the Faculty Council.

MEMBERSHIP DUES, T-SHIRTS, and SENIOR STOLES

- All members submit a \$30 payment for each year of membership in the fall months, \$20 of which is a dues payment and \$10 of which is for the club t-shirt to be worn at all events represented by NHS.
- Seniors who complete all required service hours over the duration of their two years in the organization will receive a stole for the commencement ceremony.
- Senior NHS members submit payment for a stole in the spring of each school season. Seniors who fail to complete hours will expect their payments to become donations to the spring charities for the color run event or be a part of the subsequent year's group service point fundraising unless there is a special circumstance provided by the member's parent/guardian.
- Any questions regarding fees should be directed to Mrs. Astorga / Dr. Di Nicola.

NHS STUDENT AGREEMENT FOR 2018-2019:



I, _____, will complete my required service hours and attend all monthly

meetings to remain an active member of National Honor Society, upholding the dedication I promised at induction to service, character, scholarship, and leadership. I recognize that it is the quality of these hours which merit my

recognition of the integrity I hold as an NHS member to symbolize the dedication required to assist others in finding

success as a member of our general society and to uphold the mission of our organization as a whole.

STUDENT PRINTED NAME: _____

ADMIN LEADER: _____

GRADE LEVEL: 11 / 12

T-SHIRT SIZE: S M L XL 2XL

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

NHS GENERAL REMIND: @rvhsnaths

NHS TUTORING REMIND: @rvhsnhstut



TWITTER: @rvhsnhs15

