



**Duke** School of the Arts  
est. 1974  
**Ellington**

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**Duke Ellington**

**School of the Arts Project  
(DESAP)**

DESAP is an independently  
operated public school in  
partnership with:

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The George Washington University

The John F. Kennedy Center

for the Performing Arts

The Ellington Fund

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Election to membership in the National Honor Society represents the highest honor and trust that can be bestowed upon a student in the junior or senior year of high school. The National Honor Society recognizes students for outstanding SCHOLARSHIP, LEADERSHIP, SERVICE, and CHARACTER. Membership in the society is indicative that the student has attained and is demonstrating and promoting all of these qualities, and is exerting an effort to improve conditions in the school and community.

Meeting the grade point average requirement of 3.2 is **not** the sole criteria for acceptance into the National Honor Society. You must provide evidence that you meet the qualifications of SCHOLARSHIP, LEADERSHIP, CHARACTER, and SERVICE, as well as a grade point average of 3.2, to be eligible for membership.

**Membership**

Membership in the Duke Ellington School of the Arts chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Members who resign or are dismissed are never again eligible for its benefits.

**Selection of new members**

1. To be eligible for membership, the student must be a member of the junior or senior class. A student must have been in attendance at the school for an equivalent of one semester. The faculty council in consultation with the principal may waive this requirement.
2. A student must have earned a cumulative grade point average of 3.2 or above - *no final grades of a D or F in any class.*
3. The candidate shall then be evaluated based on outstanding character, leadership, and service. Candidates are to submit supporting information for this evaluation (see attached).
4. The selection of members to the chapter shall be by a majority vote of the faculty council based on the criteria detailed on the next page.
5. The chapter advisor will review the selection results with the principal before notifying any candidates. The National Council of the National Honor Society and the NASSP shall not review the judgment of the faculty council regarding the selection of individual members to local chapters.

**Information packets will not be accepted unless the following are submitted all together in a manila envelope to Ms. Mack (G-04) on January 9, 2015 by 12:15 p.m.**

- 1) ALL forms and ALL appropriate signatures
- 2) Typed essay
- 3) Two teacher recommendation in a sealed envelope (one art and one academic)
- 4) Official transcript

# National Honor Society Selection Rubric

This selection rubric is used to assess candidates' strengths in the areas of leadership, service, and character. However, this selection rubric only serves as a guide, as all decisions concerning selection have a certain subjective element. The Faculty Council, not the rubric, makes the final determination of membership. (NHS Handbook, pages 35 and 46)

The following is a list of descriptors for each of the three qualities that will be assessed from the resume, essay, two letters of recommendation, and faculty comments.

## Leadership

- Serves in a position/capacity of leadership on a team, club, department, committee, etc
- Takes initiative to go “above and beyond” what is expected or what one is asked to do
- Inspires positive behaviors in others
- Delegates responsibilities and encourages active, meaningful contribution from all group/team members
- Is a leader in the classroom, at work, or in other school or community activities
- Promotes a positive spirit/culture in all social relations, and upholds the ideals of Duke Ellington School of the Arts

## Service+

- Participates in some activity outside of school such as Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor, or disadvantaged
- Volunteers altruistically for the intrinsic value of the service not in expectation of compensation
- Enthusiastically assists in the day-to-day operations of the school (i.e. teachers, other students, maintenance and/or kitchen staff)
- Mentors in the community or students at other schools
- Works well with others and willingly on difficult or inconspicuous responsibilities
- Complete assigned tasks with a mature and eager disposition

## Character\*

- Consistently exemplifies positive and desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Cooperates by complying with all school policies and regulations and codes of student conduct
- Takes criticism willingly and accepts recommendations graciously
- Develops the highest standards of honesty, academic integrity, and reliability
- Regularly exhibits courtesy, concern, and respect for others
- Complies with instructions and rules, and displays personal responsibility

+With regards to service, the Faculty Council will look to distinguish commitment over the high school career as opposed to services for which students may only complete an activity once. For example, donating blood one time over the course of your high school career may show service, but it may not constitute the type of commitment over time that would designate a member of the Honor Society.

\* In addition to the submitted selection materials, character will also be determined by any school records and timeliness of submission of selection materials, which adhere to submission criteria (Missing the submission deadline can be a reason for non-selection – NHS Handbook, page 47).

**Candidates earn points depending on how many descriptors are met as determined by the Faculty Council**

<i>Number of descriptors met</i>	<i>Number of points earned</i>
5 or 6	3
4	2
3	1
0-2	0

**Guide to Selection**

<i>Total Points Earned</i>	<i>Consideration</i>
8 to 9	Selection
6 to 7	Discussion
0 to 5	Non-selection

Notes to keep in mind about the selection process

- Every faculty member has the opportunity to recommend or not recommend a student for membership. However, the Faculty Council uses the recommendations at its discretion and is the sole decision-maker for selection.

Resume reminders

- Only activities you participated in as a high school student will be considered.
- Activities on the resume should show dedication and commitment over the course of your high school career.
- Awards, recognitions, jobs, etc. can be included on the resume after the Service section only if an explanation of how it reflects leadership, service, and/or character is included.

Policies regarding non-selection

- If a student is not selected for membership, the candidate **does not have the right** to learn the reasons why the Faculty Council denied their selection. Selection into NHS is a privilege bestowed upon students by the faculty of the school and not considered a right inherent to any student. (NHS Handbook, pages 35 and 61)
- It is a courtesy that candidates may see the adviser within two weeks of the date of notification of non-selection to discuss the criteria as indicated on the selection rubric.
- Please note that it is **not** the Head of School's role to overturn the decision of the Faculty Council, but to determine if there has been some kind of technical or procedural mistake. If an error is determined, the Head of School will request that the Faculty Council reconvene to review the candidate's selection materials a second time. (NHS Handbook, page 52)



3500 R Street NW Washington, DC 20007

# National Honor Society Application

## Duke Ellington School of the Arts Chapter

**Directions:** Please type and complete all sections. Do not be modest. All information will be used by the faculty council to assist with the fair consideration of your candidacy during the selection process. You may add additional information on another sheet of paper if you need more room to list activities or information relating to activities. Should you have questions about the application, please contact Ms. Mack in G4.

### I. Demographic Information

Name:	Department:	Grade:
Address:	Birth Date:	Phone: ( )
City:	State:	ZIP Code:
E-mail:		
Course Description:		
Course Schedule:		

### II. Leadership Positions

List all elected or appointed leadership positions held in school, community, or work activities. Only those positions in which you were responsible for directing or motivating others should be included. Examples: elected officer for the student body, class, or club; committee chairperson; team captain; newspaper editor; work area manager; or other community leader. Please include the name of the adult responsible for supervising your leadership in each position.

Activity/ Name of Organization	Year				Positions/Responsibilities /Accomplishments
	9	10	11	12	

### III. Service Activities

List service activities in which you have participated. These can be individual or group service projects done either in or out of school. Generally speaking, service activities are those that are done for or on behalf of others (not including immediate family members) for which no compensation (monetary or other) has been given. Please ask an adult supervisor who can verify your participation in each activity to sign on the appropriate line, and also list the estimated number of hours you invested while performing this service

Activity/ Name of Organization	Year				Positions/Responsibilities/ Accomplishments/Adult Sponsor
	9	10	11	12	

**IV. Other Student Activities**

List all other school-based activities (*not noted above*) in which you have participated in school. Include clubs, teams, musical groups, etc., and any significant accomplishments in each.

Activity/ Name of Organization	Year				Positions/Responsibilities/ Accomplishments/Adult Sponsor
	9	10	11	12	

**V. Other Community Activities**

List other community activities in which you have participated and note any major accomplishment in each. These should be any activities outside of school in which you participated for the betterment of your community. For example: religious groups, clubs sponsored outside the school, Boy or Girl Scouts, community art endeavors, etc. *Do not repeat participation already listed above.* Please include the name of the Adult supervisor of each activity.

Activity/ Name of Organization	Year				Positions/Responsibilities/ Accomplishments/Adult Sponsor
	9	10	11	12	

**VI. Work Experience, Recognition, and Awards**

Though not a specific criterion for membership, please list below any job experiences, honors, or recognition that you have received that support your candidacy for membership in the Honor Society. Work experience may be paid or volunteer.

Activity/ Name of Organization/ Description & number of hours	Year				Positions/Responsibilities/ Accomplishments/Adult Sponsor
	9	10	11	12	

**VII. Essay**

National Honor Society values scholarship, character, service and leadership above other ideals. In a typed, double spaced, Times New Roman, 12 point font essay describe what those ideals mean to you. In addition, reflect on your strengths and weaknesses in relation to these ideals.

# National Honor Society Application Signatures

## Duke Ellington School of the Arts Chapter

*I will uphold all responsibilities of the National Honor Society. Included in these responsibilities but not limited to the following:*

- 1) Regular attendance at meeting*
- 2) Attendance at induction ceremonies for new members*
- 3) Completion of both the in-school and out of school community service hours*
- 4) Participation in any school wide project(s)*

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

*I understand that completing this form does not guarantee selection to the Honor Society. I attest that the information presented here is complete and accurate. If selected, I agree to abide by the standards and guidelines of the chapter and to fulfill all of my membership obligations to the best of my ability.*

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

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

*I certify that all information given on this application is true and correct; I did not receive aid/assistance, beyond the help of my parents, in completing this application.*

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

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



# National Honor Society Application Teacher Recommendation

Please complete this form and return it to the student in the envelope he or she provided. Please be sure to sign over the seal of the envelope. This recommendation will be kept confidential, so thank you in advance for your honesty and candor.

Student Name (please print): \_\_\_\_\_

Teacher Name (please print): \_\_\_\_\_

**List the course(s) you have taught this student and circle the year you taught them:**

\_\_\_\_\_ (circle one) *9th grade 10th grade 11th grade*

\_\_\_\_\_ (circle one) *9th grade 10th grade 11th grade*

\_\_\_\_\_ (circle one) *9th grade 10th grade 11th grade*

What are the first three words that come to your mind to describe this student?

\_\_\_\_\_

\_\_\_\_\_

**Please check the appropriate box**

	Excellent	Average	Below Average	No Basis
Academic Integrity				
Personal Integrity				
Leadership in classroom				
Respect for others				
Respect for self				
Responsibility				
Motivation				
Self-confidence				
Caring for others				
Fairness				
Willingness to serve others				
Class Participation				

How strongly do you recommend this student for admission into the DESA chapter of the NHS?	Enthusiastically	Recommend	Recommend with Reservation	DO NOT Recommend

Teacher:     

Date:     

*Comments:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# National Honor Society Application Teacher Recommendation

Please complete this form and return it to the student in the envelope he or she provided. Please be sure to sign over the seal of the envelope. This recommendation will be kept confidential, so thank you in advance for your honesty and candor.

Student Name (please print): \_\_\_\_\_

Teacher Name (please print): \_\_\_\_\_

**List the course(s) you have taught this student and circle the year you taught them:**

\_\_\_\_\_ (circle one) *9th grade 10th grade 11th grade*

\_\_\_\_\_ (circle one) *9th grade 10th grade 11th grade*

\_\_\_\_\_ (circle one) *9th grade 10th grade 11th grade*

What are the first three words that come to your mind to describe this student?

\_\_\_\_\_

\_\_\_\_\_

**Please check the appropriate box**

	Excellent	Average	Below Average	No Basis
Academic Integrity				
Personal Integrity				
Leadership in classroom				
Respect for others				
Respect for self				
Responsibility				
Motivation				
Self-confidence				
Caring for others				
Fairness				
Willingness to serve others				
Class Participation				

How strongly do you recommend this student for admission into the DESA chapter of the NHS?	Enthusiastically	Recommend	Recommend with Reservation	DO NOT Recommend

Teacher:     

Date:     

*Comments:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# National Honor Society Application Checklist

1. Typed completed application
2. Typed 500 word essay,
3. Two faculty recommendation in a sealed envelope (one art and one academic)
4. Official Transcript
5. Obtained all necessary signatures
6. Application, signatures, and recommendations are in appropriate order for submission.

Ask two teachers to complete the recommendation form to evaluate your character, leadership, and service. Submit the form **and** an envelope to your teacher, who will return the sealed envelope to you. You are responsible for obtaining the recommendation form and submitting it with your application. The envelope must have the teacher's signature across its seal.

Example:



Place the following in a 9 x 12 manila envelope with your name written on the front of the manila envelope.

- Information packet in page order, **not stapled**
- Typed personal essay,
- 2 sealed envelope containing your teacher recommendation
- Official Transcript

**If something is missing from your application, you may not be considered for acceptance into the National Honor Society**