

Saint Thomas More National Honor Society

Candidate's Name:



**Due: Tuesday, November 1st
at 3:30pm to Mr. McDonald or
Ms. Sherman**

*The National Honor Society
at The High School of Saint
Thomas More*



SELECTION CRITERIA

The Organization

The National Honor Society seeks to live out and promote in others the four virtues of scholarship, leadership, character and service. The STM Chapter is an active group of many of the school's finest young students. Together, members work on a variety of service projects that benefit both the student body and larger community, while at the same time further developing sound leadership skills.

Selection

Selection for the National Honor Society is based on scholarship, service, leadership, and character. While scholarship is the first criteria that must be met, the remaining qualities of service, leadership and character must likewise be evident in those students selected for NHS. To ensure fair and orderly administration of this chapter, the following guidelines and by-laws have been adopted. These guidelines and by-laws are established in accordance with the *Constitution of the National Honor Society*. Furthermore, let it be known that all decisions and actions of this chapter, now and henceforth, shall be in accordance with the *Constitution of the National Honor Society*.

While the faculty and administration encourages *all* of its students to strive for membership, it must be remembered that NHS membership is both an honor and a responsibility (*NHS Handbook*). To ensure integrity of the chapter, selection measures have been established.

General guidelines are as follows:

- 1) Final selection of membership is decided by the Faculty Council.
- 2) Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class.
- 3) Each candidate must be in attendance at The High School of Saint Thomas More for a period of at least one semester.
- 4) Membership selection shall be held once a year during the first semester of the school year.
- 5) **The sole responsibility of filling out the membership application belongs to the candidate.**
- 6) The personal essay is to be written by the candidate seeking membership.
- 7) **NO late information forms will be accepted.**

The following measures will be used by the Faculty Council to evaluate the candidate's performance in the areas of scholarship, leadership, service, and character (*NHS Handbook*, p. 24). Information regarding these four areas will be made available to the Faculty Council by use of the *NHS Candidate*

Information Form, which each candidate will have completed. This form exists to support the student's candidacy by providing relevant information for use by the Faculty Council. This form should be signed by the student and a parent or guardian to verify accuracy of the data. These forms function as working documents to be used by the Faculty Council during the selection process (*NHS Handbook*, p. 29).

As part of the selection process, candidates are to submit an essay on the topic provided. The Faculty Council reviews these essays to find out more about the candidate than can be discovered from the forms alone. These essays should be crafted with care.

Scholarship: Candidates eligible for election to the chapter shall have a minimum unweighted and unrounded cumulative grade point average of 3.20. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to the aforementioned standard can be admitted to candidacy for selection to membership. Their eligibility shall then be considered based on their service, leadership, and character (*By-laws*, ARTICLE II, Section 4).

Service: To be eligible for the service criteria, each candidate must be current with his or her requirements for the school's *Living the Faith* commitment. The school chaplain must indicate on the student's *NHS Candidate Information Form* that the student is in compliance with the number of hours needed for his or her grade level.

A deadline for updating service hours was set and announced at the informational meeting in September and has since expired.

Leadership: Leadership eligibility is determined by examples provided by the candidate. The candidate will need to provide at least 2 examples of how they have shown leadership in a club, sport, or organization. These examples must be signed off by the club sponsor, supervisor, or coach. Just being a member of an organization will not count. Examples of how the individual took the membership a step forward and organized, trained, or directed the advancement of club/sport/organization is needed. The Faculty Council will determine fulfillment of the candidate's leadership based on the examples provided. "For those who fall below the cutoff, the Faculty Council should review their information sheets first in order to make a sound professional judgment regarding selection or non-selection" (*NHS Handbook*, p.31). **All examples must be accompanied by the signature of the club's sponsor or adviser. Involvement in activities during this 2020-21 or 2021-22 school year is to be excluded.**

Character: The Faculty Council of The High School of Saint Thomas More Chapter of the National Honor Society shall use "the multi-faceted definition of character known as the 'Six Pillars of Character' (part of the Character Counts Coalition). A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship" (*NHS Handbook*, p. 28). To find evidence of these six characteristics, each candidate is required to submit to five former and two current classroom teachers the "Teacher Evaluation" portion of the NHS

Candidate Information Packet. This portion will consist of ten questions to be rated on a scale of 5/4/3/2/1.

In addition to the teacher evaluations, a student's discipline record from last school year to present may be used. Major offences such as multiple detentions or suspensions, could result in non-selection. If non-selection is decided, it does not mean a student is ineligible for the remainder of their high school career. The student would be given a clean slate and only new offences could be taken into consideration.

Essay: Weight will be given to the quality of a candidate's essay. The essay topic will focus on one of the four pillars of the NHS. The essay is a chance for the students to provide information to the Faculty Council about how they have demonstrated and lived out one of the fundamental bases for NHS.

Selection Process

Completed *NHS Candidate Information Forms* will be reviewed by the Faculty Council. Once submitted, forms are sealed and not available to be reviewed by parents or students.

A list of prospective members will be distributed to the faculty to confirm that each faculty member agrees that each student on the list meets the NHS standards of character. Each faculty member will have the opportunity to express any concerns or praises about a student seeking membership.

Selection of members is determined by the Faculty Council. The Faculty Council will use all information provided by the student and faculty to assess that all standards have been met. An invitation will then be extended to the candidate to be inducted into the STM chapter of NHS.

The Faculty Council is composed of five individuals currently on staff at STM and are selected by the principal. The NHS advisor serves as a mediator.

Procedure for Induction

The chapter adviser will notify candidates who have been selected for induction. Inductees and their parents will receive a formal letter of confirmation. Induction will be held in the beginning of **December** with a reception following for NHS members and their parents, faculty and administration of The High School of Saint Thomas More.

Those candidates who are not selected for membership will be informed in a timely and caring fashion. Every effort will be made to help the candidate understand the reason for not being selected and how he or she can increase his or her likelihood for selection the next year.

NHS Service Projects

Every chapter is obliged each year to complete a service project for the benefit of the school or community. These projects are to be initiated, planned, organized and executed by the members of the chapter.

Responsibilities of NHS Members

A member of the National Honor Society must always strive to be a positive influence in the school and outside community. Members are to be the visible role models in the school. Additionally, members are required to attend the bimonthly meetings, maintain the GPA standard, stay current with service hours, and participate in the variety of service projects that the chapter undertakes throughout the school year. Specifically, members are required to volunteer a minimum of four times throughout the school year (twice a semester).

Dismissal

According to the NHS bylaws, "Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from The High School of Saint Thomas More Chapter of the National Honor Society" (*By-laws*, ARTICLE IV, Section 1). A student may be dismissed because his or her GPA has fallen below the standard 3.200, he or she has committed a violation of criminal law or school regulations, due to offenses of the school conduct code, or failure to attend the majority of biweekly NHS meetings or participate in service activities. Once dismissed, a student may never again seek membership into NHS (*NHS Handbook*, p. 58). For full information on dismissal, seek the Saint Thomas More NHS Chapter By-laws available on the STM website (Look under *Academics – Academic Organizations*).

Commitment

Let it be known that this selection process "is considered public information, available to parents, students, and faculty upon request" (*NHS Handbook*, p. 23). This selection process must be administered with fairness, consistency, and a sense of professionalism among the Faculty Council, Chapter Adviser, Principal, faculty and all other evaluators.

Additional Information

For further information about membership selection, dismissal, or any other aspect of The Saint Thomas More Chapter of the National Honor Society, refer to the chapter's *By-laws* as well as the *National Honor Society Handbook*.

Please direct all questions to Mrs. Sherman or Mr. McDonald.

Application Details:

Leadership: Students must provide a minimum of 2 leadership examples

Students will need to write a paragraph explaining how they have taken on a leadership role in a club, organization, sport, etc. This is not just limited to school related activities. Students may include those activities they participate in outside of STM. Examples include, but are not limited to, organizing a club-sponsored event, serving as a team captain, training other individuals in new roles, helping a coach with organizing and running practices, acting as a leader in circumstances specific to your club/team, etc.

Students must have their club sponsor/coach sign the paragraph verifying the student's involvement.

You may not include anything that is done during the current school year. You can only count the activities that you have completed that would fall under the previous school years. *If you are a new sophomore house leader we will make that exception as one of your leadership examples.*

This means:

- Seniors: anything from Freshman, Sophomore, and Junior years.
- Juniors: anything from Freshman and Sophomore years.
- Sophomores: anything from your Freshman year

We understand that with this past year and COVID that leadership and normal activities for everyone were not totally available. Please come talk to any of the officers or mentors and we will try to figure something out to make it work.

Also, if you are unsure what may or may not count feel free to reach out to Mr. McDonald, Mrs. Sherman, Mary Beth Franey, Kambyl Stipes, Cooper Hannigan, or Ella Tangen and we will figure it out. The sooner the better.

Character: Submit five (5) teacher evaluations to five (5) different teachers. Three (3) must be from past teachers and the other two (2) can be from current teachers. The teachers will complete the forms and return them to the chapter advisor. Be sure to give the teachers ample time to do so. If you run into any issue with teacher evaluations, please see Mr. McDonald or Mrs. Sherman as soon as possible to find a solution.

Membership Fee: (only to be given upon acceptance)

If you are accepted into the Saint Thomas More Chapter of NHS, you will need to pay a fee of \$20. This fee covers the charter fee to keep our chapter active on the national level and it will also help in some monetary costs for other NHS activities.

Personal Essay:

Your essay should be between 400 and 600 words. Please type your essay and sign at the bottom stating that this is your own work. Plagiarism will not be tolerated. Your essay must be printed out and turned in with the whole application packet, you can not share your essay. You may brainstorm ideas on the rest of this page if you would like.

Essay Prompt:

Choose one of the four pillars of National Honor Society, Leadership, Character, Service, or Scholarship, and explain what that pillar means to you, recall two separate times you have demonstrated that quality, and why you believe it is an important foundation of the National Honor Society.

NHS Candidate Information Form

Name _____

Grade _____

Signature Page

Service:

Sophomores are to have completed 20 hours of service hours, Juniors 50 hours, and seniors 100 hours. These hours need to be updated with Father or you may risk your chance of being inducted to the National Honor Society.

(School Chaplain Signature)

Leadership:

Attached are the two examples of leadership. You should have a brief explanation of how you have shown leadership skills and that explanation has been signed off by a supervisor. The signature of the supervisor needs to be on the same page as the explanation. This should be done on a separate piece of paper or doc with the signature.

Example 1

Example 2

By signing below you are stating that you have reviewed the application process and everything included in this packet is true to the best of your ability and knowledge.

Signature of Candidate _____

Print Candidate Name _____

Date _____

Signature of Parent/Guardian _____

Print Parent/Guardian Name _____

Date _____

To guarantee confidentiality of this form and the NHS teacher evaluation forms, I waive my right of access to these documents.

Signature of NHS Candidate _____

Date _____

Information to be completed by the NHS Chapter Advisors

Total Number of office detentions last year: _____

Email Addresses for any questions:

- ★ Mr. McDonald: @ jmcdonald@hs-stm.org
- ★ Mrs. Sherman: @ jsherman@hs-stm.org
- ★ Mary Beth Franey: @ 23mbfraney@hs-stm.org
- ★ Kambyl Stipes: @ 23kstipes@hs-stm.org
- ★ Ella Tangen: @ 23etangen@hs-stm.org
- ★ Cooper Hannagan: @ 23channagan@hs-stm.org

Student's Name: _____

NHS Candidate Information Form: TEACHER EVALUATION

Faculty: The student who has given you this form is a candidate for the Saint Thomas More Chapter of National Honor Society. Each candidate is expected to ask five different STM faculty members to complete this form. Selection is judged on four criteria- scholarship, service, leadership, and character. Your input will be a determining factor in the selection or non-selection of a candidate. Please remember that a person of character demonstrates the following qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship (Six Pillars of Character). If you feel that you cannot adequately evaluate a student, please decline to do so. These evaluations are confidential and at no time are shared with the candidate or parents/guardians.

Please reflect on the following questions and circle the most appropriate response. For any mark of a **3 or lower**, please provide reasons for the choice on the back of this paper. An explanation of the scoring is also available on the back.

Scoring is as follows:

5: Far Exceeds

4: Excellent

3: Fulfills Expectations

2: Needs Improvements

1: Poor

1. Does the candidate take criticism willingly and accept recommendations graciously?

5 4 3 2 1

2. Does the candidate consistently exemplify desirable qualities of behavior? (cheerfulness, friendliness, poise and stability)

5 4 3 2 1

3. Does the candidate uphold principles of morality and ethics?

5 4 3 2 1

4. Does the candidate cooperate by complying with school regulations concerning dress code, property, programs, office, halls, etc.?

5 4 3 2 1

5. Does the candidate demonstrate the highest standards of honesty and reliability?

5 4 3 2 1

6. Does the candidate regularly show courtesy, concern, and respect for others?

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7. Does the candidate help rid the school of bad influence?

5 4 3 2 1

8. Does the candidate have powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies?

5 4 3 2 1

9. Does the candidate observe instructions and rules? Is he/she punctual both inside and outside the classroom?

5 4 3 2 1

10. Does the candidate manifest truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others?

5 4 3 2 1

Explanation for marks of 3 or lower:

Please share additional comments that you feel would assist in the selection or non-selection of this student. This could include instances of academic dishonesty or impressive interactions with the students. The Faculty Council greatly appreciates your personal comments and your time.

Scoring:

46-50: Exceptional 42-45: Strong 38-41: Good 37>: Not Ready

Once you have completed this form please return it to Mr. McDonald's mailbox.

Do not return this evaluation to the student.

Signature of Faculty Member _____

Print Name _____

Student's Name: _____

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