

Spencer-Van Etten High School
Chandelle Chapter of the National Honor Society

Selection Process Overview

As per the local by-laws, in accordance with the National Constitution, the following process will be used in the selection of members:

1. Juniors and seniors who have a weighted GPA of 87.5 or higher at the beginning of the school year (September) are eligible for consideration for membership in the NHS.
2. These eligible students receive in the mail in September a letter informing them of their eligibility and of the responsibilities of membership should they be selected and inducted. Along with the letter, these students receive a Candidate Information Form to be filled out and submitted to the adviser by a stated deadline. This form asks candidates to provide information demonstrating their leadership and service, such as participation in clubs, sports, and other activities, positions they have held or currently hold, volunteering they have done, etc. Students will also be asked to complete a brief writing response.

Completion and submission of the Candidate Information Form and Essay is not a requirement for consideration of selection; however, without this information, the Faculty Council will likely find the candidate lacking in leadership and service and will not select the student for induction.

3. The high school faculty shall be requested to evaluate candidates who are determined to be scholastically eligible, using the official input form provided by the chapter advisor, in terms of character, leadership, & service.
4. The adviser asks any students who do not submit the Candidate Information Form to confirm with their signatures that they received the form but chose not to submit it.
5. In October, the five voting members of the Faculty Council, along with the adviser, who does not vote, meet to select students to be inducted into the NHS. The Faculty Council is made up of members of the high school faculty representing a cross-section of grade levels, subject areas, and other sources of interaction with students, such as coaching, counseling, advising of clubs, etc. The identities of the five voting members of the Faculty Council are strictly confidential.
6. The Faculty Council selects for membership those candidates “who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character” (from the National Honor Society Handbook). However, all candidates have already met the scholarship criterion and the Council is not permitted to reconsider scholarship.
7. After final approval of the selections by the high school principal, the selected students and their parents are notified in writing of selection and are invited to attend the induction ceremony in November/December. This letter also reiterates the obligations of membership in the NHS and provides an opportunity for students to “opt out” of membership, i.e. to decline to be inducted. Those students (and their parents) who wish to accept the invitation for induction must commit, by signature, to fulfillment of said obligations once their membership is established.

8. Candidates who were not selected are also notified in writing, and their letters include, generally, the reason(s) why they were not selected, i.e. which of the three criteria (excluding scholarship) the Council determined they did not meet. Juniors who are not selected are invited to work on improving their candidacies and to submit the Candidate Information Form again in the fall of their senior year, assuming that they have continued to maintain a high enough GPA.

9. Candidates who were not selected may appeal the decision of the Faculty Council within ten school days of notification of non-selection. This deadline leaves enough time for consideration of the appeal and inclusion of the student in the induction ceremony, should the decision of the Faculty Council be overturned. Candidates, and their parents, who wish to appeal their non-selection speak first to the chapter adviser and then, if they still desire to file a formal appeal, to the principal. "Following such discussions, if the principal believes that some kind of technical or procedural mistake has been made, the principal may ask the Faculty Council to reconvene to review the situation" (from the National Honor Society Handbook). Note that only in the circumstance of a "technical or procedural mistake" will the student's candidacy be reconsidered. Candidates, and their parents, may appeal to the superintendent if they wish to challenge the decision of the principal. More information regarding this appeals process can be found in the chapter by-laws.

10. Students who are selected and choose to be inducted do not become members until the induction ceremony is complete.

Adopted June 2019

Adviser: Katherine Wixted