

# ***DERRY CHAPTER OF THE NATIONAL HONOR SOCIETY***

## **Procedure for the Selection of Members**

### **Fall 2007**

The National Honor Society was founded as a positive means to promote high academic standards and to recognize students with outstanding character, leadership, and service records. Membership in the National Honor Society is an honor bestowed upon a student, not a position for which the student applies, and is given only to those students selected by the faculty committee as outlined below.

The following procedure conforms to the standards for National Honor Society selection outlined in the National Honor Society Handbook published by the National Association of Secondary School Principals. In all matters of selection, membership, and dismissal, the Derry Chapter of the National Honor Society must abide by the rules set forth in the handbook.

#### I. Eligibility for National Honor Society consideration

- A. Any juniors or seniors who have a ***non-weighted*** career academic average of at least 88.00 and who have been students at Pinkerton Academy for the equivalent of at least one semester prior to the selection process are automatically eligible for consideration for NHS membership. *No rounding will be used to adjust academic averages.*
- B. Students will be eligible for selection in the fall of their junior and/or senior year based upon their career average and record as of August 1 of that year.
- C. The selection process is carried out once a year for junior candidates and once a year for senior candidates. Any students who are not on the academic eligibility list at the beginning of their junior or senior year because of incomplete grades, error in grade reports, etc. must notify the chapter advisor prior to the selection process for the appropriate class. *This is the students' responsibility.* Because of the lengthy selection process involving faculty recommendations and committee review, individual applications for membership after the selection process has been carried out for that year will not be considered.
- D. Students who are academically eligible may choose to remove themselves from consideration by contacting the NHS advisor in writing once they have been notified of their eligibility or by choosing not to submit the candidate information form by the deadline indicated.
- E. The Derry Chapter of the National Honor Society maintains policies and practices that are designed to prevent discrimination against any qualified candidate on the basis of race, color, religion, ancestry, national origin, sex, and disability. This policy of nondiscrimination applies to all practices, including the selection, discipline, and dismissal of members.

#### II. The Faculty Selection Committee

- A. The NHS Faculty Selection Committee is composed of the NHS advisor as a non-voting member and five faculty members who have been jointly selected by the dean of students and the advisor on a rotating basis from the various departments within the school. In certain situations, the advisor may be asked by the other members of the committee to assume a

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voting role in order to break a tie vote if one of the committee members is absent for a vote. Faculty members other than the advisor serve on the committee for a two-year term. Members may be reappointed to the committee, but not for consecutive terms.

- B. The committee is responsible for reviewing the academic records, extracurricular involvement, community activities, and faculty recommendations of each candidate in order to select the NHS members.
- C. Each student is reviewed and selected on his or her individual merits as a candidate for NHS membership; he or she is not judged in comparison with the qualifications of other candidates.
- D. The advisor and/or the committee is also responsible for taking disciplinary action, including dismissal, should a member's behavior and/or record warrant.

### III. The selection procedure

#### A. Candidate information forms

1. Having achieved academic eligibility, the candidates will be notified by the chapter advisor in a letter and asked to obtain and complete a candidate information form for the committee to review.
2. The candidate information form questions the candidates about their academic program; extracurricular, athletic, and community involvement; their work experience; and their desire to become a member of the NHS. It also asks the candidates to make a statement about their qualifications to the selection committee.
3. The candidate information form must be returned to the NHS advisor by the date indicated. Failure to do so will prevent the candidates from receiving further consideration, except in the case of extenuating circumstances as determined by the advisor and/or the dean of students. Even in these rare cases, however, all materials must be submitted by the date of the selection meeting. The submission of a form indicates the candidate's willingness to abide by the confidentiality of the entire selection process.

#### B. Faculty recommendations

1. Each faculty member familiar with the candidate is given the opportunity to rate the candidate in the areas of character, leadership, and service. The ratings use a scale of one to five, with five being the highest recommendation and one the lowest.
2. ***Students eligible for consideration should encourage the faculty members familiar with their qualifications to complete the rating form.***
3. The guidelines for rating the candidates are distributed to the faculty and are based upon guidelines established by the national organization. (See attached guidelines.)
4. Faculty members also have the opportunity to add comments about the candidate to the rating sheet or to advise the committee personally about a candidate's qualifications.  
***Ratings and comments are strictly confidential.***

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### C. Selection committee review

1. Having collected and reviewed the academic record, information sheet, and faculty recommendations, the selection committee meets in order to determine whether or not a candidate will be granted membership in the society.
2. In order to achieve membership, a candidate must receive three votes in favor of membership by the voting committee members.
3. A vote in favor of membership by a committee member indicates that the credentials of the candidate meet the general standards for membership outlined in the national handbook as interpreted by the selection committee.
4. The selection committee meets in the fall of each academic year in order to consider the senior and junior candidates.

### D. Notification of membership

1. A public announcement will be made indicating those students who have been granted NHS membership.
2. An effort will be made to protect the rights and privacy of candidates who do not receive membership so that they will not suffer public embarrassment as a result.
3. Students not selected in their junior year are again eligible for selection in their senior year if they maintain the necessary academic requirements. Juniors might inquire as to the general areas in which their qualifications were deficient in order to improve the possibility of selection during their senior year, but they may not seek specific information about non selection. The NHS handbook specifically addresses the confidentiality of the selection process. Any inquiries must be made within 30 days of the respective announcements.

### E. Appeals process

1. In matters of selection and any other decisions associated with the Derry Chapter of the National Honor Society, students have the right to pursue an appeal based upon the established appeals process followed by Pinkerton Academy. Please contact the dean of students' office for further details.

**In regard to other matters concerning the Derry Chapter, the society handbook published by the National Association of Secondary School Principals will serve as the final authority.**

(Revised 8/2007)

***The constitution for the Derry Chapter is available for viewing in Room 419 or by contacting Mr. Gaucher. All students selected for membership are governed by that constitution in matters relevant to the National Honor Society.***

# NATIONAL HONOR SOCIETY

## *GUIDELINES FOR FACULTY RECOMMENDATIONS*

The guidelines listed below are suggested by the National Honor Society Handbook for evaluating the candidacy of those juniors and seniors whose academic records have qualified them for N.H.S. consideration. They are meant to be guidelines and not absolute standards for evaluating candidates. The items are listed in random order.

### **CHARACTER**

The student of character:

- takes criticism willingly and accepts recommendations;
- constantly exemplifies desirable qualities of personality;
- upholds principles of morality and ethics;
- complies willingly with school regulations;
- demonstrates the highest standards of honesty and reliability;
- shows courtesy, concern, and respect for others.

### **LEADERSHIP**

The student who exercises leadership:

- is resourceful in confronting problems, applying principles, and making suggestions;
- demonstrates leadership in promoting school activities;
- exercises influence on peers in upholding school ideals;
- contributes ideas that improve the civic life of the school;
- is able to delegate responsibilities;
- exemplifies positive attitudes and inspires positive behavior;
- successfully holds positions of responsibility and is reliable and dependable without prodding;
- demonstrates leadership in the classroom, at work, and in school activities.

### **SERVICE**

The student who serves:

- is willing to uphold scholarship and maintain school loyalty;
- participates in community activities;
- gladly volunteers and is willing to sacrifice to offer assistance;
- works well with others;
- renders requested service to the school;
- represents his or her class and school consistently and continuously in a variety of activities;
- shows courtesy by assisting visitors, teachers, staff, and students.