

**2017-2018**  
**National Honor Society**  
**Selection Procedure for James Wood High School**

According to the NHS National Constitution, these are prerequisite conditions for selection:

- Membership is open to qualified juniors and seniors.
- Academic requirements will be the same for both classes of candidates.
- There will be no specific quota or percentage of members per class.
- Transfer students must be in attendance at James Wood High School at least one semester prior to selection.

Selection for Membership of the Colonels Chapter of the National Honor Society will be based on four established criteria:

- Scholarship
- Leadership
- Service
- Character

The following will be used as criteria or defining parameters for these four areas:

**Scholarship:** a student must have a cumulative grade point average (as determined by the spring semester grades of last year) of at least 3.5.

**Leadership:** The student who exercises leadership:

- Successfully holds offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.
- Is a leader in the classroom, at work, and in other school and community activities.
- Demonstrates academic initiative in completing assignments and projects and assuming leadership in the classroom when completing assigned activities.
- Inspires positive behavior in others.
- Is able to delegate responsibilities.
- Is thoroughly dependable in any responsibility accepted.

**Service:** Service is usually considered to be those actions undertaken by the student that are done with or on behalf of others without any financial or material compensation. Service can be provided to the school, to a religious institution, or to the community. This is defined as a person who does some of the following:

- Volunteers and provides dependable and well-organized assistance.
- Works well with others and is willing to take on difficult responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Performs committee and staff work without complaint.
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church.
- Mentors persons in the community or other students in schools.

**Character:** A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship. A student of character would:

- Take criticism willingly and accept recommendations graciously.
- Consistently exemplify desirable qualities of behavior.
- Uphold principals of morality and ethics (from National NHS guidelines).
- Demonstrate the highest standards of honesty and reliability.
- Demonstrate self-discipline both in and out of the classroom.

Candidates must be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies.

### **Teacher Selection Committee (AKA NHS Faculty Council)**

As stipulated in the National NHS Constitution, the Teacher selection committee will select all candidates. This Teacher selection committee contains representatives of the faculty. The advisor(s) will be an ex-officio member of this Teacher selection committee and will not have voting rights.

### **Procedures for Selection:**

1. The advisor will obtain a list of students who have attained the necessary cumulative grade point average at the end of the fall semester. All students who meet the academic criteria will be invited to complete the Student Information Form in order to be considered for membership.

2. The advisor will then seek faculty input using a faculty evaluation form. These will be completed by faculty members, on a volunteer basis, who will rank students on a 5-point scale for the leadership, character and service categories. Any faculty rating a student with a 1 or 2 must follow that evaluation with comments as to why that low mark was assigned. The adviser, prior to the convening of the Teacher selection committee, will verify these comments. These rankings will be averaged and distributed to members of the teacher selection committee.

3. The Teacher selection committee will convene. The teacher selection committee will use a second evaluation form (same as the faculty evaluation form) to rank students. This rating sheet will rate students on a scale from 1-5 in the areas of leadership, character and service. Prior to discussion and selection, the teacher selection committee will determine an appropriate selection cut-off average of the teacher selection committee rating sheet (i.e.: any student obtaining an average of 4.0 or higher).

Those students who obtain the pre-determined selection average will then be nominated and selected for membership by the Teacher selection committee by an official vote. Teachers on the teacher selection committee who have children being evaluated must be excused from the selection committee for the duration of the ranking of their children.

### **Selected and Non-Selected Candidates:**

Both selected and non-selected candidates will be notified via letter of the final decisions made by the Faculty Council. Students who are not selected have no formal right to appeal the decision of the teacher selection committee. Parents and students do have the opportunity to discuss non-selection with an administrator. The administrator will not share any numerical ratings with the parent or student but will identify which of the selection criteria (Character, Leadership, and Service) needs improvement.