

National Honor Society Selection Procedures for Shepherd High School Lee Ray Berndt Chapter

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

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

Selection to membership of the Lee Ray Berndt Chapter of the National Honor Society will be based on four established criteria:

- **Scholarship**
- **Leadership**
- **Service**
- **Character**

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

Scholarship: A student must have a cumulative grade point average (as determined by the cumulative grade point average up to and including the second fall progress report) of at least 3.00 for the 2014-2015 school year. Beginning fall of 2015, a cumulative grade point average of 3.25 will be required for selection to the Chapter.

Leadership: Student leaders are those who are involved in extracurricular activities or work outside of school. Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

- 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.
- Inspires positive behaviors 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 which 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 examples, but not limited to:

- Volunteers and provides dependable and well-organized assistance.

- Willingly renders any requested service to the school.
- 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 (taken from the Six Pillars of Character - Character Counts Coalition). A student of character would:

- Take criticism willingly and accept recommendations graciously.
- Consistently exemplify desirable qualities of behavior.
- Demonstrate the highest standards of honesty and reliability.
- Demonstrate self-discipline both in and out of the classroom.
- Work well with others and be willing to take on difficult responsibilities.

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.

The Faculty Council will have access to documentation sources considered appropriate and would include administrative records, conduct and behavior records (including comment marks on report cards), or professional records of faculty members (grade books, etc). Discipline records would also include violations of the established Shepherd Public Schools' drug, alcohol and activity policies or pre-sentence investigations by the court system or diversion program notices. Students who have been arrested and/or found guilty of civil offenses (MIP, Zero Tolerance, Assault, etc) will be ineligible for selection.

Faculty Council for Selection:

As stipulated in the National NHS Constitution, the Faculty Council will select qualified candidates. The Faculty Council contains representatives of the faculty. The advisor(s) will be an ex-officio member of the Faculty Council and will not have voting rights.

Procedures for Selection:

1. The advisor will obtain a list of students who have attained the requisite cumulative grade point average at the end of the second progress report. All students who meet the academic criteria will be invited to complete the Student Candidate Form in order to be considered for membership.
2. The advisor, along with the principal, will obtain each student's discipline file and report cards, etc. All documentation will be included and rated according to the selection rubric. The Faculty Council will consider the positive as well as the negative aspects of each candidate's character. All judgments will be free of speculation, rumor and hearsay.

3. The student will then seek faculty input using faculty evaluation forms. These will be completed by faculty members who will rank all students on a 4-point scale for leadership, character and service categories. Any faculty member who rates a student with a 1 or 2 must follow that evaluation with comments as to why the low mark was assigned. The advisor, prior to the convening of the Faculty Council, will verify these comments. These rankings will be averaged and distributed to members of the Faculty Council.
4. The advisor, prior to the convening of the Faculty Council, will verify all leadership roles via overseeing faculty member, work area manager, or leader, etc.
5. The Faculty Council will convene. The Faculty Council will use a second evaluation form (student selection rubric) to rank students. This rating sheet will rate students on a scale from 0-3 in areas of scholarship, leadership, character, service and faculty evaluations. Student applications will be reviewed and faculty evaluations will be reviewed. Any member of the Faculty Council may ask questions or inform the Council of any personal information regarding the candidate. Those students who obtain the predetermined selection average of 12 out of 15 possible points will then be nominated and selected for membership by the Faculty Council by an official vote. Teachers on the Faculty Council who have a child being evaluated must excuse themselves from the Council for the duration of ranking their child.

Appeal of Non-Selection

In cases of appeal, the student will go directly to the principal. The National Office of NHS supports S.H.S. right to maintain the confidentiality of the Faculty Council; therefore, they will not be present at an appeals meeting. In an appeals meeting, the principal will note the concerns of the student and/or parent(s). Following the discussion, the principal will then review the application for accuracy. 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. However, at no time does the principal make a judgement on the application; rather, he/she will only review to ensure accuracy on the part of the Faculty Council.

At no time will there be a reconvening of the Faculty Council at the student's or parent's request. The Faculty Council will only review an application if directed to do so by the principal. Furthermore, students and/or parent(s) may not request the formation of a new Faculty Council to review the application. The Faculty Council is comprised of a group of faculty members who were selected for their integrity and sound professional conduct; the NHS Advisor and S.H.S. Principal trust all decisions made by the Faculty Council.

Once notified of this process, the student has ten school days to schedule an appointment with the principal to state reason for appeal of non-selection. After this ten-day period, the appeals process is closed and the original decision stands.