

Selection Procedures

National Honor Society – Rockbridge County High School Chapter

The following **Selection Procedure** for the **Rockbridge County High School Chapter** of the **National Honor Society** has been determined by the **Faculty Council** (the five-member selection committee facilitated by the chapter adviser who sits as the sixth, non-voting member of the group), approved by the principal, and is available for review by students, faculty, and parents.

1. The academic records of all sophomores and juniors are reviewed by the **Chapter Advisor** in the fall or early spring of each year. Those students who have achieved a cumulative GPA of 3.0 or higher meet the **National Honor Society** requirement for **SCHOLARSHIP**.
2. Sophomores and juniors who have achieved scholarship requirement and have been in attendance at RCHS for the equivalent of at least one semester are notified of their eligibility in writing by the **Chapter Advisor** and are required to attend a scheduled informational meeting with a parent/guardian prior to submitting their Candidate Packets for consideration. The purpose of the meeting is to review the general purpose and activities of the **RCHS – NHS**, clarify the expectations for membership, explain the general structure, and answer candidate and parent/guardian questions.
3. Sophomores or juniors who did not have a 3.0 GPA at the end of the previous academic year and who believe that they have achieved the 3.0 or higher GPA during the first semester of the current academic year may request that their guidance counselor update their GPA at the end of the first semester of the current academic year.
4. Students who have achieved the 3.0 or higher GPA during the first semester of the current academic year may have their guidance counselor notify the NHS Faculty Advisor to officially confirm his achievement; those students will thereby become eligible for membership candidacy for the current academic year.
5. Candidates are required to complete a **Candidate Packet** for consideration by the Faculty Council for selection to the chapter. This Candidate Packet includes information about the candidate's current academic schedule, service and leadership activities, tentative plans for service for the upcoming year, recognitions and awards, teacher recommendations from all current teachers, a letter of recommendation of character, a required and an optional essay, as well as a copy of the current By-Laws.
6. Candidates are given at least ten (10) days to complete the Candidate Packet, and both the Candidate and a parent/guardian are asked to sign off on all packet materials – verifying the information in the Candidate Packet and confirming understanding of all NHS expectations and procedures.

7. All faculty members & administrators are invited to make comments on candidates through a **Faculty Evaluation Form**. Actual selection of new members is made by a vote of the five appointed members of the Faculty Council. Consequently, point totals or averages of the faculty ratings are not considered as 'votes' or the sole determinants of membership, but are, instead, reported to the Faculty Council to add to their information when considering selections. Faculty members consider this input in the most professional manner, and all claims, particularly those with low ratings, must be substantiated with professional actions in order to be presented to the Faculty Council. All input from faculty is signed but remains confidential.
8. The **Candidate Packets** are reviewed by the Faculty Council, along with any other verifiable information about the candidates relevant to their consideration for membership. The leadership, service, and character of *all* candidates are reviewed carefully. Faculty council members deliberate in order to guarantee that their decisions are based on accurate and complete understandings of all information presented for review. The Faculty Council votes on each candidate and those candidates receiving a **majority vote of the Faculty Council** are selected for induction into the chapter.
9. Prior to notification of any candidates, the chapter adviser reports to the **principal** the results of the Faculty Council's deliberations for approval. Lists of selected and non-selected students, as well as reasons for non-selection, are incorporated into this meeting.
10. All candidates identified and listed as "not selected" (i.e., those who do not receive the majority vote of the Faculty Council) receive a letter from the Chapter Advisor explaining the decision of the Faculty Council, and where applicable, making recommendations for ways to improve the Candidate's possible future consideration for membership.
11. All candidates selected for membership by the **Faculty Council** receive formal notification of their selection for membership and are invited to the induction ceremony. All candidates must be formally inducted before they are considered members of the **Rockbridge County High School Chapter** of the **National Honor Society**, so it is very important that each candidate make arrangements to attend.
12. New members are inducted at a formal ceremony early in second semester, and their first Term of Membership begins as soon as they have been inducted and have paid their membership dues.