

# MTHS National Honor Society Selection Process

## **Step 1: Academic List Produced**

**Late September**

At the midpoint of the 1<sup>st</sup> marking period of the school year, the principal or designee produces the list of all juniors and seniors who meet the **Pillar of Scholarship** from the Student Information System (Sapphire). To meet this pillar, a student must carry a Weighted Grade Point Average (WGPA) of 93% or above.

## **Step 2: Administrative Review**

**Early October**

The list of students who qualify academically for invitation to NHS is given to the administrative team to review. Students who do not fulfill the **Pillar of Character** based on documented incidents of past or current behavior are removed from the list. Any suspension, poor behavioral record, and/or act of plagiarism or cheating will automatically disqualify a student for invitation to apply for at least 1 year from the date of documented incident.

## **Step 3: Faculty Input**

**Early to Mid- October**

The updated list is presented to the faculty for input as to the suitability of the candidates for membership in NHS based on their interactions with the students in classes, extracurricular activities, clubs, etc. Faculty may make both favorable and unfavorable comments. Favorable comments help the student gain points on the NHS Selection Rubric. Comments that reference violations of the Student Code of Conduct (poor behavior, attendance, cheating, etc.) and may affect the **Pillar of Character** must have been previously documented in Sapphire.

## **Step 4: Administrative Review of Faculty Input**

**Mid-October**

The principal or designee reviews the Faculty Input and may remove students from the list who do not meet the **Pillar of Character** based on documented incidents of current or past behavior.

## **Step 5: Invitations to Apply for NHS Membership Sent**

**Late October**

The principal or designee uses the reviewed and updated list to produce and deliver letters of invitation to apply for membership in the Manheim Township National Honor Society. Students who qualify academically for NHS, but do not receive an invitation may inquire in writing to the principal or designee as to the reason(s) they were not invited to apply. Their behavioral record will be shared with them along with a printed copy of the qualifications for the NHS Pillar of Character.

## **Step 6: Parent and Student Meeting**

**Early November**

The invitation to apply will include an invitation to an evening informational session regarding the NHS application, selection and appeals process. That meeting will be held within two weeks of the delivery of the invitations to apply for membership.

**Step 7: Student Applications Collected****Mid to Late November**

Applications for NHS membership will be available online for students to download and complete. Directions as to how to access the application packet will be included in the invitation to apply. Complete student application packets will be due to the NHS Advisor no less than two weeks prior to date set for the meeting of the Faculty Council. There will be a strict deadline for receipt of applications noted on the packet and in the invitation to apply. Only complete application packets submitted by the due date will be delivered to the Faculty Council for consideration.

Students who choose not to seek membership should complete the "Opt to Decline Invitation" box on the 1<sup>st</sup> page of the NHS Application and deliver a signed hard copy to Mrs. Polski in Room 179 prior to the packet submission deadline.

**Step 8: Faculty Council Meets for Selection Process****December**

Using the NHS Membership Rubric, the Faculty Council will review all complete application packages received. All students who score 10 points or more on the rubric will be sent letter of selection for the NHS. Students who score fewer than 10 points will be sent a letter of non-selection.

**Step 9: Letters of Selection/Non-selection Sent****Early January**

Letters of selection/non-selection will be sent during the 1<sup>st</sup> week of January. Letters of selection will note the date and time of the Induction Ceremony. Letters of non-selection will thank the applicant and, if a junior, note the area(s) they may wish to focus on and encourage them to apply again during their senior year.

**Step 10: Appeals Process Begins****Early to Mid January**

Students who are non-selected may send a written request to the principal or designee to review their application package and the rubric. Once a written request for review is received, the principal or designee will pull the student's application package and their rubric for review. If no error in the calculation of points on the rubric is found, the decision of the Faculty Council will stand. If an error in the calculation of points is found, the application and rubric will be referred back to the Faculty Council for recalculation. The student will be notified of the recalculation and, if they achieve 10 or more points, they will be given a letter of selection. If the student still achieves fewer than 10 points, the letter of non-selection will stand.

**Step 11: Induction****Late January – Early February**

All students who receive a letter of selection will be inducted to the Manheim Township National Honor Society at an evening ceremony held at the high school.