



Selection Process

NHS Membership Criteria

Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide, upon request, information to be used by the Faculty Council to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council of RCS. This is not an election, nor is membership automatically conveyed because a student has achieved a specific grade point average. The other components of leadership, service, and character are also included in the selection process.

The Faculty Council

The Faculty Council consists of a group of faculty volunteers. The council will convene at least once a year to review applications, but may meet whenever need dictates. Neither the school Principal nor the NHS Chapter Advisor function as an active member of the council.

The RCS Faculty Council members are:

M Kerrigan	M Patterson
M Miller	S Muth
D Pannone	

Note: Phases 1 and 2 are performed by the NHS advisor. Students satisfying Phase 2 are invited to an informational meeting to continue the process. (Students do not “apply” to NHS; students are invited.)

Prerequisites for Selection: Phase 1 (Scholarship)

- Membership is open to qualified sophomores, juniors, and seniors who have attended RCS for at minimum of two semesters. Ninth graders are not eligible for NHS membership in schools with a 9-12 grade structure.
- **Any student to be considered for NHS selection must have a cumulative WGPA (Weighted Grade Point Average) of 90.0% or higher.** Cumulative WGPAs are calculated as of the end of the second quarter of each school year, beginning in the sophomore year, to determine eligibility. **The cumulative WGPA will consist of a yearly minimum of 5 courses listed in the Course Completion Table (CCT) on page 2.** A cumulative WGPA of 90.0% must be maintained in order to remain an NHS member.

Note: NHS members are expected to keep a full and productive academic schedule. **All members must take a minimum of 5 credit-bearing classes and physical education each year** unless they are enrolled in a special program. All such programs will be evaluated by the NHS Faculty council to assure that they are acceptable alternatives. Academic standing of each inducted member will be reviewed on a quarterly basis to assure maintenance of the required average. Inducted members may be required to submit a copy of their report card or transcripts (if in a special program) each quarter to assure maintenance of the required average.

- **Student must be pursuing a New York State Advanced Regents diploma.** This means that at the time of evaluation, a student must have successfully completed the following courses:

Course Completion Table (course titles as of 2009)

Subject	Sophomore	Junior	Senior
English	English 9– 1 cr English 10 – passing	English 9 – 1 cr English 10– 1 cr English 11 - passing	English 9 – 1 cr English 10– 1 cr English 11 – 1 cr English 12 -
Social Studies	SS9 (Global 1)– 1 cr SS 10 (Global 2)– passing	SS 9 (Global 1)– 1 cr SS 10 (Global 2)– 1 cr SS 11 (US Hist & Gov) – passing	SS 9 (Global 1)– 1 cr SS 10 (Global 2)– 1 cr SS 11 (US Hist & Gov) – 1 cr P.I.G. / Economics –
Math	Math 9 (Algebra) – 1 cr Math 10 (Geometry) – passing	Math A – 1 cr Math B – passing or Math 1R–1 cr Math 2R–1 cr Math 3R - passing	Math A – 1 cr Math B – 1 cr or Math 1R–1 cr Math 2R–1 cr Math 3R – 1
Science	Reg Sci #1 – 1 cr Reg Sci #2 – passing	Reg Sci #1 – 1 cr Reg Sci #2–1 cr Reg Sci #3 -	Reg Sci #1 – 1 cr Reg Sci #2 – 1 cr Reg Sci #3 – 1 cr
Sequence	Year1–1cr Year2– passing	Year1–1cr Year 2 – 1 cr Year 3 – passing	Year1–1cr Year 2 – 1 cr Year 3 – 1 cr Year 4– passing

Note: Students that do not satisfy Phase 1 do not progress any further in the Selection Process.

Prerequisites for Selection: Phase 2 (School Community)

- **Student must have an attendance record that indicates adherence to the School’s Attendance Policy.** Satisfactory adherence to the School’s attendance policy is calculated via a point system as follows:
 - Official attendance records are pulled as of April 1st
 - An Unexcused Late = 1 pt; an Unexcused Absence = 2 pts
 - A student garnering 12 or more points will be deemed to have not satisfactorily adhered to the School Attendance Policy.
- **Student must have a discipline record that indicates adherence with the School’s Code of Conduct.** A student with any Discipline referrals (exclusive of at most one warning for cell phone use and exclusive of attendance related referrals) will be deemed to have not satisfactorily adhered to the School Attendance Policy.

Note: Students that do not satisfy Phase 2 do not progress any further in the Selection Process.

Prerequisites for Selection: Phase 3 (Student Self-Evaluation)

Students reaching Phase 3 of this Selection Process will be required to attend an Introductory meeting at which they will receive

- A copy of the RCS NHS Bylaws
- A copy of this Selection Process document
- A copy of the RCS NHS Membership Contract (to be signed and returned)
- A copy of the RCS NHS Student Self-Evaluation Form (to be completed and returned)

The RCS NHS Membership Contract, when signed by both the student and their parent/guardian, indicates that the student and parent/guardian have read the Bylaws and Selection Process documents.

The RCS NHS Student Self-Evaluation Form asks for specific information from which the Faculty Council can determine how well the student exemplifies the characteristics of Character, Leadership, and Service.

Note: Students that do not satisfy Phase 3 do not progress any further in the Selection Process.

- **Definition: Character** NHS supports and recommends the use of a multi-faceted definition of character known as the "Six Pillars of Character." A person of character demonstrates the following six qualities: *respect, responsibility, trustworthiness, fairness, caring, and citizenship*. A student of character will:
 - take criticism willingly and accept recommendations graciously
 - consistently exemplify desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
 - uphold principles of morality and ethics
 - cooperate by complying with school regulations concerning property, programs, office, halls...
 - demonstrate the highest standards of honesty and reliability
 - regularly show courtesy, concern, and respect for others
 - observe instructions and rules, is punctual, and faithful both inside and outside the classroom
 - have powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
 - manifest truthfulness in acknowledging obedience to rules, avoid cheating in written work, and show unwillingness to profit by the mistakes of others

- **Definition: Leadership** Leadership roles in both the school and community will be considered by the Faculty Council when evaluating students for membership in NHS, providing they can be verified. The student who exercises leadership will:
 - be resourceful in proposing new problems, applying principles, and making decisions
 - demonstrate initiative in promoting school activities
 - exercise positive influence on peers in upholding school ideals
 - contribute to ideas that improve the civic life of the school
 - delegate responsibilities
 - exemplify positive attitudes
 - inspire positive behavior in others
 - demonstrate academic initiative
 - successfully hold school offices or positions of responsibility
 - be a leader in the classroom, at work, and in other school or community activities
 - be thoroughly dependable in any responsibility accepted
 - be willing to uphold scholarship and maintain a loyal school attitude

Note: NHS members are expected to attend monthly leadership meetings at which NHS initiatives and projects are formulated and discussed. Failure to attend these meetings may result in suspension of NHS membership.

- **Definition: Service** Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates and community, as well as the student's attitude toward service can be reviewed. The student who serves may:
 - volunteer and provide dependable and well-organized assistance, be gladly available, and be willing to sacrifice to offer assistance
 - work well with others and be willing to take on difficult or inconspicuous responsibilities
 - cheerfully and enthusiastically render any requested service to the school
 - be willing to represent the class or school in inter-class and inter-scholastic competition
 - do committee and staff work without complaint
 - participate in some activity outside of school (eg. Girl/Boy Scouts, church groups, Project Equinox)
 - mentor persons in the community or students in school (peer tutoring)
 - show courtesy by assisting visitors, teachers, and students
 - help rid the school of bad influences or environment

Note: NHS members are required to complete 30 hours of approved community service and will be reviewed at the end of 4 posted deadlines in order to evaluate their progress toward completion. Students enrolled in an off-campus program must still complete the community service.

Prerequisites for Selection: Phase 4 (Evaluation by Faculty)

The names of students reaching Phase 4 of this Selection Process will be forwarded to the Faculty for evaluation in character, leadership, and service. The confidential data will be collected in aggregate form per student for presentation to the RCS NHS Faculty Council.

Selection – Final Phase

The RCS NHS Faculty Council will meet to discuss and evaluate the data collected on the Faculty Evaluation Form and the Student Self-Evaluation Form for each student.

- A simple majority vote of the Council, per student, will indicate invitation to join.
- Notes will be kept on “criterion not met” for candidates not selected.

After the List of Invitees is finalized, the Principal(s) will be given

- list of selected students
- list of non-selected students with the notes kept on “criterion not met”

After the Principal(s) have been notified, candidates will be notified.

- Selected members
 - A confidential letter will be sent to parent/guardian with information on Induction
- Non-Selected members
 - A confidential regrets letter will be sent to parent/guardian with encouragement to continue exemplary work

Discipline and Dismissal of Members

When a member falls below the standards by which the member was selected, disciplinary action or dismissal may result. A member is never automatically dismissed for failing to maintain standards, however, once a student is dismissed from NHS, they may never be reinstated. The procedure for dismissal listed below will be followed ***in most cases***:

- 1. First Offense:*** The student will receive written notification of the offense from the advisor. This notice will describe the offense, suggest ways to rectify the situation, and provide a time-line for improvement. ***If the issue is a failure to maintain the required average, a letter will be sent to parents and membership will be made probationary.***
- 2. Second Offense:*** The parents will receive written notification of the offense from the advisor. This notice will describe the offense, suggest ways to rectify the situation, and provide a time-line for improvement. Membership may be made probationary or terminated at this time. Termination would only occur following a review by the faculty council.
- 3. Third Offense:*** The parents will receive written notification of the offense from the advisor. This notice would describe the offense and indicate that a meeting of the faculty council will occur to review the issue. Termination of membership is likely.

Note: In the case of a flagrant violation of school rules or civil laws, ***a warning is not required***, but a hearing will be held. The member will be notified of the action(s) being contemplated, the reasons for the action, date and time of the hearing, and the opportunity to respond.

The status of NHS members is reviewed each quarter with regard to GPA, community service, schedule, meeting attendance and general conduct. Failure to meet the NHS criteria as spelled out in this document will initiate the disciplinary process. This holds true for all NHS members regardless of their enrollment in special programs such as, but not exclusive to, New Visions or college courses.

Grounds for suspension/termination of NHS membership include, but are not limited to:

- An average below 90% for 2 marking periods (do not need to be consecutive)
- Any disciplinary referral
- Cheating (giving or receiving answers) on any school assignment
- Fighting
- Displaying any behavior that is in direct conflict with the criteria for membership as described in this document

If a member is dismissed, a written notice of the decision will be sent to the member and the parents. The member must then surrender the NHS pass to the chapter advisor. If the student is unwilling to do this, the matter will be treated as a school disciplinary matter.

Resignation

Those students who resign from NHS will never again be eligible for membership or its benefits. Resignation requires the submission of a written statement by the resigning member that is dated and signed by both the member and parent(s).