



NHS Selection Procedure Description

The **National Honor Society** chapter of U.B.I.C. Academy is a duly chartered and affiliated chapter of the National Honor Society.

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected for membership by majority vote of a 5-member Faculty Council, appointed annually by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year. The chapter adviser is also appointed by the principal and facilitates all selection procedures and chapter activities during the year.

Students in grades 10 through 12 are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or higher on a 4.0 scale. The GPA is based on all grades received beginning in ninth grade through the most recent grading period prior to receiving an invitation to be considered for selection. Those students who meet this criterion are invited to complete a **Candidate Form** that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

To meet the leadership criterion, a student must name at least three leadership roles they have held at school or in the community since ninth grade. The name and contact information of the adult supervisor must be included for each leadership role. The student can provide more than three, but must provide at least three verifiable listings to be selected to our NHS chapter. Also, the student must write a 500 word essay in MLA format defining leadership and how they practically demonstrate that definition in their life. The student cannot have excessive tardiness or absences in any class. Last, the school faculty submits input forms that are viewed by the council prior to voting. Examples of demonstrated leadership qualities the faculty uses to provide their input are positively influencing peers in upholding school spirit, making suggestions and demonstrating initiative to promote school activities and solve problems, displaying classroom leadership by leading in prayer, assisting the teacher, and equipping others to become better students in every facet of their life.

To meet the service criterion, a student must provide documented proof of at least 15 hours of service undertaken at school or in the community for each semester since beginning the ninth grade. The name and contact information of the adult supervisor must be included for each service reference. The student can show more than 15 hours, but must provide records of at least 15 service hours that are verifiable to be selected to our NHS chapter. Examples of demonstrated servant-hood qualities the faculty uses to provide their input for the council includes

volunteering, providing dependable assistance without being asked, enthusiastically helping at school, not looking for recognition or reward, helping others at school, church and in the community.

To evaluate a candidate's character, the Faculty Council obtains additional professional input. First, official school disciplinary records are reviewed. Second, members of the faculty provide their professional reflections on a candidate's character using the input form mentioned above. The NHS selection procedures explain, "A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship" (National Honor Society Handbook, 4.1.3.4). The objective standards for character are: A clean school disciplinary record from ninth grade to the present (no detentions, suspensions, or dismissals), behavior that exemplifies our school motto -- Respectful Attitude Meek Spirit, and living by the school Top Ten List displayed in every classroom at school and in the community.

The faculty input forms and the Candidate Forms are carefully reviewed by the Faculty Council to determine whether each candidate meets the criteria for membership. A majority vote of the Council is necessary for selection. Following a review of the results of the Faculty Council voting by the principal, candidates are notified regarding selection or non-selection according to a predetermined schedule.

Once the notification process is completed, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all criteria that led to their selection. This obligation includes regular attendance at chapter meetings held at least quarterly during the school year, and participation in the activities and chapter service projects(s). Participation is required. After induction, members are obligated to continue demonstrating excellent character that exceeds non-member standards including remaining detention free and incurring no more than 3 unexcused tardies or 1 unexcused absence in a quarter. The inducted members are also obligated to perform at least 15 hours of service per semester with no overflow. If a student does not achieve 15 hours in a semester, they will be allowed one time to do an extra 5 hours in the following semester. They will be referred to the administrator and or the council to watch over this. After any referrals and/or probations are incurred for failing to maintain the high standards of the David W. Hull chapter of NHS, a student may be removed from the chapter. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Kenneth Reed, by phone at 386-947-7428 or by email at kenny@ubicacademy.com