



# SELECTION PROCEDURES OF THE MOUNTAIN RIDGE JUNIOR HIGH CHAPTER OF THE NATIONAL JUNIOR HONOR SOCIETY



## SELECTION PROCEDURES OVERVIEW

For many students, selection as a member of the National Junior Honor Society is the pinnacle of their achievements in junior high. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Because of the importance placed upon this aspect of school life, local chapters are charged with creating a selection process that conforms to the national guidelines, is applied fairly and consistently to all candidates, and provides a meaningful recognition of deserving students. Much care and attention has been given to the formulation of the selection process.

1. Selection to NJHS is a privilege bestowed upon students by the faculty of the school and not considered a right inherent to any student. Technically, students do not apply for membership in the National Junior Honor Society. Instead, they await a request or invitation to provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school on the condition of their having met the standards for selection established at the local level and based on the provisions of the national constitution.
2. NJHS is more than an honor roll. Each member must demonstrate not only good grades, but also strength in each of the remaining four criteria. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance.
3. The selection procedure should be developed by the local Faculty Council (the five member selection committee facilitated by the chapter adviser), approved by a principal, and must be published and available for review by students, faculty, and parents.

## SELECTION PROCESS

1. **Enrollment eligibility.** As the first step in the process, students' enrollment records are reviewed to identify students who have attended the school for the equivalent of one semester and are currently enrolled in the 8<sup>th</sup> or 9<sup>th</sup> grades.
2. **Academic eligibility.** For the second step in the process, students' academic records are reviewed to determine those individuals who are scholastically eligible for membership by meeting the required cumulative GPA standard.
3. **Candidate notification and forms.** Students who are eligible are then notified and informed that for further consideration for selection to the chapter, they are to complete the Candidate Form. This form outlines the candidate's accomplishments in the areas of Service, Leadership, Citizenship, and Character.
4. **Additional faculty input.** If additional faculty input would be beneficial, all faculty members can be invited to make comments on candidates using the faculty evaluation form.

5. **Review, deliberate, and vote.** The Candidate Form should be reviewed by the Faculty Council, along with any other verifiable information about the candidates relevant to their candidacy. The leadership, service, citizenship, and character of all candidates will be reviewed carefully. With the vote on each candidate, those candidates receiving a majority vote of the Faculty Council should be invited to be inducted into the chapter.
6. **Report results to the principal.** Prior to notification of any candidates, the adviser must report to a principal the results of the Faculty Council's deliberations for approval. Lists of selected and nonselected students as well as reasons for nonselection are to be incorporated into this report.
7. **Notification.** Formal notification will be given to all selected candidates and their parents to inform them in writing about selection and the timing of the induction ceremony. Students who are not selected are also properly informed about their nonselection in a timely manner.
8. **Verification and Induction.** To finalize the plans for the induction ceremony, a plan should be devised for verification of membership and acceptance of the invitation for membership as well as attendance at the induction ceremony.

## **PREREQUISITE CONDITIONS FOR SELECTION at Mountain Ridge Junior High**

1. **Enrollment.** Only those students who have attended the school for the equivalent of one semester may be considered for membership. This period is necessary for students to establish themselves academically and involve themselves in various service and leadership activities and for the faculty to get to know them and the quality of their character.
2. **Grade level.** Membership will be open to qualified students in grades 8 and 9.
3. **GPA Standard.** The required cumulative GPA standard shall be **3.8** on a 4.0 scale.
4. The Chapter Adviser may not "prescreen" students to eliminate some from the pool of candidates. However, the Chapter Adviser may review the candidate forms for completeness and return a candidate form to a candidate identifying the items which need attention. Revised forms are due back to the adviser within three (3) days following the notification. The authority for selection is reserved for the Faculty Council and ultimately to a principal following the reporting of the results of the selection process.

## **CRITERIA FOR SELECTION at Mountain Ridge Junior High**

1. **Scholarship.** The scholarship requirement for the Mountain Ridge Junior High chapter of NJHS shall be a cumulative GPA of 3.8 on a 4.0 scale.
2. **Leadership.** To meet the leadership criterion for NJHS, a student must name three (3) leadership roles at school or in the community achieved since the seventh grade and indicate the roles and the name of the adult who supervised each of these activities on the Candidate Form. More than three roles may be listed, but there must be three verifiable listings to be selected to our chapter. Leadership also exists outside elected positions including leadership roles within the classroom and effective participation in positions of responsibility in other activities offered on campus such as athletic team captains, section leaders in band and chorus, committee chairs in students groups, etc. A student exercises leadership when he or she:
  - Is resourceful in proposing new solutions, applying principles, and making suggestions
  - Demonstrates initiative in promoting school activities
  - Exercises positive influence on peers in upholding school ideals and spirit

- Contributes ideas that improve the civic life of the school
  - Is able to delegate responsibilities
  - Inspires positive behavior in others
  - Demonstrates academic initiative
  - Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
  - Is a leader in the classroom, at work, or in other school or community activities
  - Is dependable in any responsibility accepted
3. **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 be selected as a member of our chapter, a candidate must demonstrate on his or her Candidate Form, the completion of ten (10) hours of service undertaken at school or in the community since the start of seventh grade. All such service references by candidates should include verification by an adult supervisor of the activity under consideration. The student who serves:
- Volunteers and provides dependable and well-organized assistance and is willing to make sacrifices to offer assistance
  - Works well with others and is willing to take on difficult or inconspicuous responsibilities
  - Enthusiastically renders any requested service to the school
  - Is willing to represent the class or school in interclass and interscholastic competition
  - Does committee and staff work without complaint
  - Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor, or disadvantaged
  - Mentors in the community or students at other schools
  - Shows courtesy by assisting visitors, teachers, and students
4. **Citizenship.** The student who demonstrates citizenship:
- Understands the importance of civic engagement
  - Has a high regard for freedom and justice; respects the US form of government; and respects the law for all citizens at the local, state, and federal levels
  - Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, or school clubs
  - Follows school regulations and rules of conduct
  - Respects the rights, freedoms, and choices of all people
5. **Character.** Character is by all accounts a difficult criterion to define. The Faculty Council should consider the positive as well as the negative aspects of each candidate's character. All judgments in this and other selection criteria should be free of speculation, rumor, or hearsay. A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship. A candidate will 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 student of character:
- Consistently exemplifies positive and desirable qualities of behavior (cheerfulness, friendliness, poise, stability, etc.)

- Cooperates by complying with school policies and regulations and codes of student conduct
- Takes criticism willingly and accepts recommendations graciously
- Demonstrates the highest standards of honesty, academic integrity, and reliability
- Regularly exhibits courtesy, concern, and respect for others
- Complies with instructions and rules, and displays personal responsibility

## **NOTIFYING CANDIDATES**

1. Those students selected and their parents are notified promptly by written letter. A formal invitation to the induction ceremony will accompany the letter.
2. Nonselected candidates and their parents will also be notified promptly in writing including a reason(s) for nonselection.
3. Selected students will need to sign and return the acceptance or refusal form.

## **NONSELECTION AND APPEALS**

If a student believes he/she has been unjustly denied membership in the National Junior Honor Society, appeals must be registered with the chapter adviser within ten (10) school days of notification of nonselection. Once an appeal has been registered the following will occur:

1. The chapter adviser will review the summary notes from the Faculty Council session.
2. The chapter adviser will consult with a principal regarding the appeal and the decision-making process.
3. If it is determined that further consideration is needed, the student's information may be resubmitted to the Faculty Council for reconsideration.
4. Results of the appeal will be detailed in a written letter to the student including the reasons for nonselection.

## **REAPPLICATION FOR MEMBERSHIP**

Membership in the National Junior Honor Society is permanent unless a student's performance falls below the standards by which he or she was selected. Chapters may not ask students to reapply on a yearly basis. Students who were invited to turn in a Candidate Form but who were not selected to join NJHS may be invited again in the future to turn in a Candidate Form.

**Please see the Chapter Bylaws for further information located at [mountainridge.alpineschools.org/njhs](http://mountainridge.alpineschools.org/njhs)**