

Northern Guilford High School Chapter of the National Honor Society



Appeal Process for Non-Selection

Every year, the Northern Guilford High School chapter undertakes a process to select new members. This 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 Honor Society. Instead, they wait to be invited to provide further information to be used by Council to support their candidacy for membership. Membership is granted to those students selected by the Faculty Council under the terms established at the local level and based on the provisions of the national constitution (NHS Handbook).

Each chapter has the authority to establish local requirements above minimum requirements established by the national NHS organization. Inevitably, some candidates are not selected. Parents, in an effort to understand this selection, often contact the national office. While the national office is willing and able to confer with parents regarding the disappointing news of non-selection, they are limited as to how they can respond. The national office does not hear appeals of non-selection or discipline dismissal.

The procedures outlined below must be followed in sequential order, in order, for a student's appeal to be considered by the Faculty Council or the school administrator.

1. **Consult first with the chapter adviser(s).** The student will need to email an appeal to the chapter adviser(s) within five school days of notification of non-selection as dated on the denial letter. This email should request a meeting either before or immediately after school. A parent may attend this meeting with the student, however, as leadership is a pillar of the National Honor Society, the student is expected to be their own advocate.
2. At this meeting, the advisers will review with the student the Faculty Council's reasoning for the decision. ***The National Honor Society adviser does not have the authority to overturn the Faculty Council's decision.*** Once the appealing student has met with the adviser, the adviser will submit a report to the principal. ***No evidence omitted from the application the student originally submitted will be accepted at this time.*** After this meeting, parents and students should refrain from contacting teachers at Northern Guilford High School in matters related to the National Honor Society. Any violation of this will result in the appeal facing administrative rejection.
3. A student may make a formal appeal by writing an email to the principal.
 - ***No appeals will be heard by the principal without taking the prior steps to the official notification of non-selection.***
 - The request for an appeal ***must state the reason for the appeal.*** The reason for the appeal must be something that was discussed with the chapter adviser(s) in the initial appeal hearing.
 - A formal appeal must be filed to the principal **within two weeks** of the notification of non-selection. Appeals submitted after that time will not be heard, and records pertaining to this round of selection will be destroyed.
 - The principal will notify the chapter adviser that an appeal has been filed.
 - The principal will schedule a meeting for the appeal, hear the case, and may at their discretion: reject the appeal, request the Faculty Council reconsider the case, overturn the Faculty Council decision, or refer the appeal to the next step of the local school hierarchy.

