



Selection Procedure For the Mechanicstown Elementary School Chapter Of the National Elementary Honor Society

1. Candidacy. As the first step in the process, students' academic records should be reviewed to determine those individuals who are scholastically eligible for membership, i.e., those persons who meet or exceed the required grade standard and are identified, therefore, as Candidates.

As noted in Article 4, Section 3 of the Chapter Bylaws:

- a. Candidates eligible for selection to this chapter must be enrolled in grade 4.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to two consecutive marking periods at Mechanicstown Elementary School.
- c. Candidates eligible for election to the chapter shall have a minimum report card grade of 3+ in Literacy, Math, Science, and Social Studies, and no other report card grade below 3; the number of report card grades that are "3" may not exceed the number of report card grades that are 3+ or higher. This ensures a practical cumulative average of 3+. The grade of 3+ represents a minimum cumulative GPA standard of 3.0 on a 4.0 scale; 85 on a 100 point scale; or B when using letter grades only, which are the three models required by the National Chapter.
- d. Upon meeting the grade level, enrollment, and grade standards, candidates shall then be considered based on their demonstrated personal responsibility.

2. Collecting candidate information. Students who are eligible scholastically (i.e., "candidates") are to be notified and informed that for further consideration for selection to the chapter, they are to complete the Candidate's Form. This form outlines the candidate's accomplishments in the areas of Responsibility, Service, and Leadership. Reasonable timelines for completion and submission of forms should be included in the selection process.

3. Faculty Input. All faculty members are invited to provide ratings of candidates on a Faculty Evaluation. The actual selection of new members is to be made only by a majority vote of the Faculty Council. Note regarding accountability: Faculty members should consider their evaluative input in the most professional manner and consequently be able to substantiate claims, in particular those low candidate ratings provided, with professional actions. [Note: In New York State, such forms are considered public information and must be provided upon request.] However, if all forms are completed in the most professional and accountable manner, there should be nothing to hide from parents inquiring about the ratings of their individual child. Additional guidance regarding the use of faculty evaluation forms can be found in the national handbook.

4. Candidate Review. The Candidate Form(s) are reviewed by the Faculty Council, along with any other verifiable and relevant information about the candidates. The Scholarship and Responsibility of each individual candidate should be reviewed carefully. Faculty Council members are encouraged to deliberate in order to guarantee that their individual decisions are based on accurate and complete understandings of all information presented. Voting: With the review completed, a vote is taken on each candidate. Those candidates receiving a majority vote of the faculty council should be invited for induction into the chapter (a unanimous vote is not required). All candidates identified and listed as "not selected" (i.e., those who do not receive the majority vote of the faculty council) should have a list of those criteria not met by the individual candidate listed next to their name to assist the adviser and principal in handling inquiries regarding non-selection should they arise. Based on the sensitivity and developmental needs of the students, it is recommended that non-selected students be carefully and individually counseled regarding the reason(s) for their nonselection, mapping out a plan for improvement if membership remains as a goal of the individual or his/her parents.

5. Principal's Review. Prior to notification of any candidates, the chapter adviser reports to the principal the results of the Faculty Council's deliberations for approval. Lists of selected and non-selected students, as well as reason(s) for non-selection are incorporated into this meeting. This will assure the support of the administration prior to any notification taking place.

6. Notification. The Chapter undertakes formal notification of all selected candidates and their parents to inform them in writing about selection and the timing of the induction ceremony. The method by which students who are not selected are informed about their non-selection is done in timely and age-appropriate manner.

7. Verification. To help finalize the plans for induction, a membership acceptance form letter is provided with notification as a vehicle for verification of new membership, acceptance of the invitations for membership, and attendance at the induction ceremony.

Procedure Calendar for 2010

Friday, March 26

Chapter Handbook Description & Selection Procedures are published.
Grade 4 teachers receive Chapter Handbook Description, Selection Procedures, and 3 copies of the Candidate Data Form.

Friday, April 9

Due date for Candidate nominations via Candidate Data Forms.

Wednesday through Friday, April 21-23

Candidates receive invitation and Candidate Form at P/T Conferences or sent home.
Faculty receives Evaluation Form.

Friday, April 30

Deadline for Candidate Forms and Evaluation.

Week of May 3-7

Faculty Council Deliberation and Voting
followed by submission to Principal for Approval.

Monday, April 10

Notifications sent home.

On or Before Thursday, May 27th

Induction Ceremony

Monday, June 7 (Tentative)

First Chapter Meeting – Election of Officers