



MUHLENBERG HIGH SCHOOL

NATIONAL HONOR SOCIETY GUIDELINES

Muhlenberg High School Chapter of the National Honor Society is a chartered local chapter of the National Honor Society. As such, the process for selection, discipline, and removal of students conforms to the Constitution of the National Honor Society. The process for the selection of students to the Muhlenberg High School Chapter of the National Honor Society is stated below. This process has been reviewed by the Faculty Council, as required by the Constitution, and meets the requirements and limitations of the National Honor Society Constitution.

- 1) On or about 10 school days following the issuance of the second quarter report card a list will be generated by the guidance office of all juniors and seniors who have met the grade point average requirement of 3.6 for the Muhlenberg School Chapter of the National Honor Society.
- 2) This list will be posted in the main office and guidance office. There will be an announcement read for one week for students to pick up their Student Activity Form and also posted on the Muhlenberg High School home page of the district website.
- 3) The Student Activity Form lists the co-curricular positions, leadership positions, and community service activities, and any work experience, recognition or awards.
- 4) The student must return the Student Activity Form by the due date indicated on the announcement and it is also listed on the form.
- 5) The student information will be compiled and available for the regularly scheduled March faculty meeting. This faculty meeting will be used for the selection of the Muhlenberg High School Chapter of the National Honor Society. Teachers will receive the list of students who earned the required grade point average and returned the required information when they arrive at the faculty meeting.
- 6) The Advisor will review the entire process with the faculty and how their information will be used to select the new members of the Muhlenberg High School Chapter of the National Honor Society. Faculty members will then complete the rating sheets for each of the candidates. The faculty will have access to all of the Student Activity Forms. Faculty members will return the selection sheets to the Advisor before they leave the faculty meeting.
- 7) The confidentiality of the faculty rating form will be maintained throughout the entire process.
- 8) The selection of members to the chapter shall be a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. The chapter advisor shall be the sixth, nonvoting, ex-officio member of the Faculty Council. The Faculty Council shall review the Student Activity Forms, faculty recommendations and other relevant information to determine those who fully meet the selection criteria for membership in the Muhlenberg National Honor Society.
- 9) Students who were accepted will receive a letter from the principal informing them of their selection.
- 10) The induction ceremony for new members will be held in April.