



Saint John's Catholic Prep Chapter of the National Honor Society Selection Process & Standard Expectations

Eligibility & Invitation to Apply:

- Candidate eligibility for 2023-2024 is determined by the scholarship standard based on cumulative GPA at the end of the 2022-2023 school year. No student will be considered before his or her junior year. Junior transfer students will be considered the following academic year.
- Once eligibility is determined, candidates will be invited to demonstrate the standards of service, leadership, and character by filling out the candidate information form. This information will be communicated via email.

Standards for Scholarship, Service, Leadership, & Character:

- Membership is never considered based on grades alone. Character, leadership, and service are as important in the selection process. These standards will be demonstrated via information provided by the student's candidate information form, faculty evaluation form, attendance records, and discipline records.
- The following guidelines will be used in the selection process for Scholarship.
 - If a senior, the student will maintain a 3.5 or higher cumulative weighted grade point average.
 - If a junior, the student will maintain a 3.75 or higher cumulative weighted grade point average.
 - Please note that for the 2024-2025 school year, all students will be expected to maintain a 3.75 or higher cumulative weighted grade point average.
- The following guidelines will be used in the selection process for Service.
 - The student will have met the minimum requirement for service hours fully submitted to the SJCP Director of Community Service via MobileServe. Juniors must have at least 50 hours and seniors must have at least 70 hours verified by the set application deadline.
 - The student who serves...
 - Is willing to uphold scholarship and maintain a loyal school attitude.
 - Participates in some outside activity (Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; etc.).
 - Gives dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
 - Works well with others and is willing to take on difficult or inconspicuous responsibilities.

- Cheerfully and enthusiastically renders any requested service to the school.
 - Is willing to represent the class or school in interclass or interscholastic competition.
 - Does committee or staff work without complaint.
 - Shows courtesy by assisting visitors, teachers, and other students.
- The following guidelines will be used in the selection process for Leadership.
 - The student who exercises leadership...
 - Is resourceful in proposing new problems, applying principles, and making suggestions.
 - Demonstrates leadership in promoting school activities.
 - Exercises influence on peers in upholding school ideals.
 - Contributes ideas that improve the civic life of the school.
 - Is able to delegate responsibilities.
 - Exemplifies a positive attitude.
 - Inspires positive behavior in others.
 - Successfully holds school offices or positions of responsibility, conducting business efficiently, and, without prodding, demonstrates reliability and dependability.
 - May also successfully hold offices or positions of responsibility in community, church, or social organizations or activities.
 - Demonstrates leadership in the classroom, at work, and in school community activities.
 - Is thoroughly dependable in any responsibility accepted.
- The following guidelines will be used in the selection process for Character.
 - The student of character...
 - Takes criticism willingly and accepts recommendations graciously.
 - Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, etc.).
 - Upholds principles of morality and ethics.
 - Cooperates by complying with school regulations concerning property, programs, halls, etc.
 - Demonstrates the highest standards of honesty and reliability.
 - Shows courtesy, concern, and respect for others.

- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

Selection of Students:

- Each student's candidate information form, faculty evaluation form, attendance records, discipline records, and service hours will be reviewed and presented to the faculty council for consideration in selection. The faculty council consists of five voting faculty members, appointed annually by the Head of School. The chapter advisor is a nonvoting, ex-officio member of the faculty council.
- Invitation to attend the formal induction ceremony will be sent to all selected candidates.

Non-Selection of Students:

- Candidates who are invited but not selected will be informed by the advisor.
- Students who disagree with their non-selection should discuss with the advisor the nature of their concern(s). The advisor will review the procedures and eligibility criteria with the student to be certain that all necessary steps in the selection process were followed.
- Students and parents are reminded that, despite the obvious subjective nature of selection decisions, the decisions of the faculty council are final, except in cases where technical mistakes may have occurred.
- In the absence of specific information on the contrary, it is presumed that the decisions of the faculty council are well-informed and as objective as possible and should not be reversed. Information considered by the council in making selection decisions will not be shared with the student or parents/guardians.
- A student who wishes to appeal the non-selection decision, after consultation with the advisor, must do so in writing no later than five school days after the date of the notification of non-selection. The letter of appeal, which must be directed to the Head of School, must detail exactly what technical error or problem has resulted in an inappropriate decision; no student should refer to any other student who was or was not selected.
- The Head of School will meet with the student appealing the decision to discuss the nature of the appeal; the Head of School will reconvene the council only in the most unusual circumstances.
- The student and the student's parents/guardians will not be permitted to discuss the non-selection with faculty council members; the Head of School serves as the student's advocate in those situations where a reconsideration is deemed appropriate. The Head of School's decision is final.