

## Lowellville High School NHS Appeal Process

The description below describes the process for requesting an appeal in cases of non-selection to NHS and dismissal from NHS.

Each year, the Lowellville High School NHS chapter undertakes a process to select new members. Selection to NHS 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 await an invitation to provide more 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.

Each chapter has the authority to establish local requirements above the minimum requirements establish by the national NHS organization. Inevitably, some student candidates are not selected. Parents, in an effort to understand this non-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 of individual students.**

In seeking to understand the reasons for non-selection, a parent or student may request a meeting for clarification. Below is the proper procedure that must be followed when seeking clarification or before an appeal can be granted.

**1. Consult first with the chapter adviser.** Your first inquiry should always be with the faculty member assigned to serve as the adviser (or sponsor) of the chapter at your school. This individual facilitates the selection process (but does not vote) and may be able to clarify the nature of the selection process or the decisions that were made regarding your student. The adviser can also inform you on the formal process for appeals based on local chapter guidelines.

**2. Filing a formal appeal.** Non-induction: A parent may appeal the decision of the NHS selection committee based on one of the following reasons only: technical or procedural errors. Technical or procedural errors might include the inadvertent omission of a student's name from the list of those qualified for induction, the erroneous averaging of grades, or the chapter's failure to follow prescribed procedures. Appeals of non-selection will not be granted for a reevaluation of essays or for reasons related to the failure of a candidate to include information that was not submitted during the initial selection process.

- a. All appeals are heard by the building principal (or their designee).
- b. Upon receipt of the decision not to induct a candidate, a parent may make a written appeal to the building principal. The appeal must be made in written form. No appeals will be heard by the principal prior to official notification of non-selection.
- c. The request for an appeal must state the reason for the appeal.
- d. An appeal must be registered with the principal's office within two weeks of the notice not to induct a candidate.
- e. The building principal will hear the appeal, investigate the concerns presented, and submit a written response within two weeks of the date of the appeal.
- f. The decision of the building principal is final.

**3. Appeals of Dismissal Cases.** A parent may appeal the decision of the NHS Faculty Council to dismiss a student from their membership based on one of the following reasons only: adequacy and fairness of the Faculty Council procedures. The Principal makes the final determination regarding the application of "adequacy and fairness" and this decision will be based on an investigation of the concerns. The National Council and NASSP do not have the authority to hear or make any decision regarding appeals in dismissal cases.

- a. In order to appeal a dismissal, the dismissed member or their parent must appeal the decision of the Faculty Council to the building principal.
- b. All appeals are heard by the building principal (or their designee).
- c. Upon receipt of the decision to dismiss a member from NHS, a parent may make a written appeal to the building principal. The appeal must be made in written form.
- d. The request for an appeal must state the reason for the appeal.
- e. An appeal must be registered with the principal's office within two weeks of the notice to dismiss a member.
- f. The building principal will hear the appeal, investigate the concerns presented, and submit a written response within two weeks of the date of the appeal.
- g. The decision of the building principal is final.