

**Two Rivers High School
National Honor Society
Non-selection Appeal Process**

The description below describes the process for requesting an appeal in cases of non-selection to the Two Rivers High School chapter of National Honor Society.

Each year, the Two Rivers High School National Honor Society chapter undertakes a process to select new members. Selection to National Honor Society is a privilege bestowed upon students by the faculty of the school and is not considered a right inherent to any student. Inevitably, each year some 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 procedure that must be followed when seeking clarification or filing a formal appeal.

1. Consult with the chapter advisers. Your first inquiry should always be with the faculty members assigned to serve as the advisers of the chapter. These individuals facilitate the selection process (but do not vote) and may be able to clarify the nature of the selection process or the decisions that were made regarding your student.

2. Consult with the building principal. The building principal is your second step should you feel your concerns were not answered or addressed. This person can supply you with the criteria for selection and answer other questions you may have.

3. Filing a formal appeal.

A student or parent may appeal the decision of the NHS selection committee based on technical or procedural errors only. 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 the merits of an applicant.

- a. All appeals are heard by the building principal (or their designee).
- b. Upon receipt of the decision not to induct a candidate the candidate or their parent may make a written appeal to the building principal. The appeal must be made in written form and received by the principal within one week of the notice not to induct a candidate.
- c. The building principal will hear the appeal, investigate the concerns presented, and notify the appellee of their decision in written form within two weeks of the date of the appeal. However, there may be extenuating circumstances which require more time for the investigation of the appeal. If more time is needed, the principal will notify the appellee in written form and give an estimated date for their notice of decision.
- d. The decision of the building principal is final.