
Holy Cross High School National Honor Society

Selection Procedure

Scholarship • Leadership • Service • Character

Adopted August 2026

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Overview

The Holy Cross High School National Honor Society chapter follows a structured, multi-step selection process rooted in the four pillars of NHS: Scholarship, Leadership, Service, and Character. The Faculty Council — composed of five voting faculty members and the chapter adviser, who serves as a non-voting facilitator — holds full authority over all selection decisions, subject to final administrative approval.

This document outlines each phase of the process in the order it occurs, from the initial eligibility determination through the delivery of outcome letters.

Transfer Students with Existing NHS Membership

A student transferring to Holy Cross who was an NHS member at their previous school will be accepted as an active member, provided they bring a letter from their former principal or chapter adviser. They have one semester to meet Holy Cross's chapter standards before their membership is reviewed.

Selection Timeline at a Glance

Phase	Timing
Mandatory Informational Meeting	Middle to end of February
Contract Due	First week of March
Application Due	Mid-March
Faculty Council Meets	End of March
Decisions Distributed	Mid-April

Phase 1: Academic Eligibility Screening

At the close of the second quarter of junior year, the NHS adviser receives an academically eligible student list from the school. To appear on this list, a student must have earned:

- A weighted cumulative GPA of 90 or higher, OR
- An unweighted cumulative GPA of 90 or higher

This GPA is calculated across the entirety of freshman year through the second quarter of junior year. Meeting the academic threshold makes a student eligible to apply — it does not guarantee membership.

In addition to the academic review, the adviser obtains each eligible student's disciplinary record from administration at this stage. A student's conduct history is considered as part of the Character pillar evaluation. Students with a pattern of disciplinary infractions may be flagged for Faculty Council review and discussion, consistent with the standards outlined in the chapter bylaws.

Phase 2: Mandatory Informational Meeting

In the middle to end of February, the adviser holds a mandatory informational meeting for all academically eligible juniors. Also included in this meeting are "bubble students" — students who are close to the required average and whose eligibility warrants consideration. The purpose of this meeting is to ensure every student and their family has a clear, complete picture of what NHS membership means before deciding whether to move forward.

Topics Covered

- What National Honor Society is and what the chapter stands for
- Membership expectations — including academic maintenance, service requirements, and general engagement
- How the application process works and how students are evaluated

The Contract

Students receive a membership contract that clearly outlines expectations in three areas:

- Engagement within the organization
- Academic standards required to maintain NHS status
- General conduct as a Holy Cross student

Students and their parents or guardians must sign the contract and check the appropriate box — either confirming they wish to proceed with the application or indicating they are not participating. The signed contract is due the first week of March.

Once a student submits a completed contract indicating they intend to apply, the application packet is distributed. The completed application is due mid-March. All deadlines are clearly noted on the application materials.

Bubble Student Pathway

In addition to students who clearly meet the academic eligibility threshold, students whose cumulative average falls between 89 and the required threshold are included in the selection process. These students — referred to as bubble students — are identified by administration, and the adviser is notified. Any student whose cumulative average falls within this range is included in the process.

Bubble students are invited to attend the mandatory informational meeting in Phase 2 alongside academically eligible students. They receive the same information, are given the same contract, and if they choose to proceed, complete the same application. They are evaluated by the same teacher evaluation process in Phase 3 and are reviewed and voted on by the Faculty Council in Phase 4 under the same criteria and standards that apply to all applicants.

A bubble student who receives a favorable Faculty Council vote is conditionally confirmed — their admission is pending the outcome of their final Q4 cumulative average. At the close of Q4, the adviser verifies whether the student has met the required threshold of 90 weighted or 90 unweighted. If the threshold is met, the student's membership is confirmed and they are notified in writing. These students are not inducted at Honors Convocation with the primary class — they are inducted at the secondary ceremony held at the start of the following school year.

A bubble student who receives a favorable Faculty Council vote but does not meet the required average at the close of Q4 is notified in writing that they did not meet the necessary cumulative average and as a result were not admitted. A bubble student who does not receive a favorable Faculty Council vote is notified through the standard non-selection process in Phase 6.

Phase 3: Teacher Evaluations

Seven junior teachers — including core academic, art, music, and business teachers — complete evaluations for every academically eligible applicant. Every applicant receives exactly seven evaluations. Each teacher evaluates only the students they directly teach — they are not asked to assess students they do not know.

Evaluations are submitted through a Google Form. Teachers assess each student across six qualities, which are intentionally aligned with the four pillars of NHS:

Evaluation Criteria

Criterion	What Teachers Are Evaluating
Meets Responsibilities (Scholarship)	Meets deadlines and responsibilities without reminders
Respects Peers (Character)	Treats peers with respect, even in difficult situations
Honesty & Integrity (Character)	Displays honesty and integrity, including academic honesty
Initiative / Leadership (Leadership)	Takes initiative or demonstrates leadership in class or group settings

Criterion	What Teachers Are Evaluating
Trust to Represent School (Character / Service)	This is someone who would be trusted to represent Holy Cross
Positive Classroom Contribution (Leadership / Service)	Positively contributes to the classroom environment and models academic integrity

Scoring

Each quality is worth 1 point. Selecting a quality indicates the student demonstrates it; leaving it unselected indicates they do not.

Teachers also provide an overall recommendation at the end of the evaluation:

- Strongly Recommend — 2 points
- Recommend — 1 point
- Cannot Confidently Recommend — 0 points

The maximum a student can earn from any single teacher evaluation is 8 points.

Score Calculation

$$\text{Total Points Earned} \div \text{Maximum Points Possible} = \text{Evaluation Score}$$

Example: A student evaluated by 7 teachers has a maximum of 56 possible points. If that student earned 47 points, their score is $47 \div 56 = 0.839$.

Evaluation Score Thresholds

To advance to the Faculty Council vote, a student must earn a minimum teacher evaluation score of 74 (0.74). Students who score 73 or below do not move forward in the selection process.

The Faculty Council uses the following general framework when reviewing scores, though all decisions remain subject to discussion and the full judgment of the committee:

Score Range	General Committee Guidance
85–100	Generally considered a “yes” by the committee, unless there are documented concerns related to academic dishonesty or disciplinary history.
74–84	Falls within a conversation range. The committee reviews these students individually and discusses them before voting.
0–73	Students in this range do not advance. A score of 73 or below is a “no.”

Conduct Record Review

Prior to the Faculty Council meeting, the adviser reviews each eligible applicant’s disciplinary record in coordination with administration. Character is one of the four pillars of NHS, and a student’s conduct history is treated as a meaningful part of that evaluation. Students with a pattern of disciplinary infractions are presented to the Faculty Council as a Character concern and discussed by the committee. Specific thresholds and procedures are established in the chapter bylaws.

Phase 4: Faculty Council Review and Vote

At the end of March, once all applications and teacher evaluations are complete, the five-member Faculty Council convenes to make selection decisions. The adviser attends this meeting as a non-voting facilitator — they do not participate in discussion or vote on any individual student.

Faculty Council

A faculty council consists of five voting members appointed annually by the principal. The National Honor Society Faculty Council, as established in Article III, Section 4 of the chapter bylaws, is charged with the responsibility of selecting members based on the criteria of scholarship, service, leadership, and character.

Meeting Process

Every committee member receives the full teacher evaluation results and has access to application materials. The adviser moves through the list of eligible applicants one by one. For each student, the committee:

- Reviews the evaluation data
- Discusses the student, as warranted
- Votes on admittance

A majority vote is required for a decision to be final — meaning at least three of the five Faculty Council members must be in agreement.

Documentation

For any student who is not voted in, the adviser documents the basis for the Faculty Council's decision. Documentation must reflect, at minimum, the student's evaluation score, the outcome of the vote, and the primary basis for non-acceptance as determined by committee discussion. These records are retained and submitted to administration as part of the approval process.

Academic Dishonesty and Eligibility

A junior student with one documented case of academic dishonesty during junior year will not be considered for NHS membership in the current selection cycle. Academic honesty is central to the NHS pillar of Character, and a documented violation — regardless of the student's standing in other areas — disqualifies a student from advancement in that year's process. All students, however, are still expected to complete the full application process. For the purposes of this process, a documented case of academic dishonesty is one that has been formally reported by a teacher and recorded by administration.

A student with two documented cases of academic dishonesty during his/her junior year is permanently ineligible for NHS membership. Academic dishonesty incidents from freshman and sophomore year are also part of the consideration — a student who has demonstrated a deficit of Character in their first two years of high school cannot be considered to have met the standard simply by avoiding incidents in junior year. The Faculty Council is provided with a student's full academic integrity record and weighs it as part of the Character evaluation.

A student who has received a letter of admittance but has not yet been inducted remains subject to this standard. If a case of academic dishonesty is confirmed during Quarter 4 of junior year — after selection letters are distributed but prior to induction at Honors Convocation — the adviser is notified by administration. The adviser meets with the principal to confirm the violation, and upon confirmation, the offer of admittance is rescinded. The adviser notifies the student in writing that their offer has been

withdrawn. The Faculty Council is informed of the decision in writing. This decision is final and is not subject to appeal under the reconsideration provision.

Reconsideration Provision

A student who earned a teacher evaluation score of 85 or higher but was not considered due to a single documented instance of academic dishonesty during junior year may request reconsideration for the following cycle. This provision recognizes that an otherwise exemplary student may have made one poor decision, and that demonstrated growth in Character deserves acknowledgment.

To initiate reconsideration, the student must submit a written letter to the adviser on the day that Q1 of senior year closes. The letter must request reconsideration and affirm that no further incidents of academic dishonesty have occurred since the original incident. Upon receipt of the letter, the adviser will consult with administration to verify the student's standing — confirming no additional academic dishonesty or disciplinary issues have arisen.

If administration confirms the student is in good standing, the Faculty Council will convene to vote on the student's admittance. A student confirmed to be in good standing by administration should receive serious consideration from the Faculty Council. The council retains full authority to exercise its judgment based on the totality of the student's record, and a majority vote is required for admittance. The Faculty Council's vote in this reconvened meeting is subject to final administrative approval, and once that approval is received, the decision is final and is not subject to appeal.

Phase 5: Administrative Review and Approval

Following the Faculty Council meeting, the adviser meets with administration for a final review. The adviser walks through the results, provides rationale and documented notes for non-accepted students, and addresses any questions that arise.

No outcome is communicated to students until administrative approval is received.

Phase 6: Notification of Outcomes

Outcome letters are distributed mid-April. All students who went through the application process receive written notification:

- Students who have been selected for membership receive a letter of admittance.
- Students who were not selected receive a letter informing them of that outcome. The letter will note that the decision was made by the Faculty Council.
- Students who were not selected due to a single documented case of academic dishonesty during junior year, but who earned a teacher evaluation score of 85 or higher, receive a letter notifying them of their eligibility for reconsideration. This letter will explain the reconsideration process, including the requirement to submit a written letter to the adviser on the day Q1 of senior year closes.

Every student who applied receives written notification — no one is left without an answer.

Approval

Advisor

Casey Blake _____ Date: _____

Administration

Thomas Pompei _____ Date: _____

This procedure is adopted by the Faculty Council of the Holy Cross High School NHS Chapter and is published in accordance with NHS National Constitution requirements. It is subject to annual review.