



KENSTON FOREST SCHOOL

75 RIDGE ROAD
BLACKSTONE, VIRGINIA 23824



O F F I C E O F T H E H E A D M A S T E R

15 Feb 2011

MEMORANDUM FOR THE NHS ADVISOR, FACULTY, and STUDENTS

FROM: Headmaster

SUBJECT: National Honor Society (NHS) Candidate Selection Process Overview

1. In accordance with the guidance provided in Article IX of the Constitution of the Headquarters of the National Honor Society, the Kenston Forest chapter includes five members of a Faculty Council. They are appointed by letter from the Headmaster to the NHS Advisor, and their names are kept confidential in accordance with NHS handbook guidance.
2. The NHS Advisor is expected to coordinate with the Guidance Director to ascertain the grade average of potential candidates in the appropriate grade levels. The Guidance Director is expected to provide names of students who have attained a greater than 90 average.
3. The NHS Advisor then provides those students with NHS candidacy informational paperwork and forms so they may show their desire to apply to become members of the Honor Society. A clear deadline for return of those forms must be set.
4. Once the forms are received from interested candidates, the NHS Advisor coordinates with the Headmaster and members of the Faculty Council to schedule review of the student paperwork. After such review, a session discussing each candidate's fitness for membership is held.
5. The NHS Advisor will provide appropriate documentation about qualifications for membership and paperwork submitted by candidates. The Guidance Director will provide additional scholastic/academic information as requested. The Upper School Director and/or Headmaster will provide pertinent information about behavior issues or any previous Honor Council proceedings.
6. The Faculty Council may ask for additional or clarifying information from the personnel noted above. The Headmaster will charge the Faculty Council will a very thorough examination of the candidates and strive for fairness and proper level of opportunity as the requirements for leadership, scholarship, character and service are scrutinized. There should be no single factor that is globally cause for automatic membership nor should there be a single shortcoming that is globally cause for denial of membership.
7. Then persons who are not members of the Faculty Council (exception: NHS Advisor) will exit the proceedings so that the five (voting) members of the Faculty Council along with the (nonvoting) NHS Advisor may thoroughly discuss the candidates.
8. After the thorough discussion of fitness for membership of the candidates, the Faculty Council will vote for the individual student candidates. A simple majority is used to determine

selection/non-selection. The personnel present in that forum are expected to respect the other members right for confidentiality as to the proceedings and voting.

9. The NHS Advisor will then report the results of the voting to the Headmaster. The Headmaster will confirm that the process was in accordance with NHS Headquarters guidance and that the process was thorough and logical with an energy for fairness. Notifications of selection and non-selection can commence in accordance with school requirements and NHS Handbook guidance.

10. Various forums and methods of induction (day vs. evening, assembly vs. dinner, etc.) have been tried over the past few years. Each has been successful, and each method has fans and critics. The technique selected should ensure the proper level of formality to the honors.

11. The NHS Handbook provides guidance for most areas. Questions should be directed to the sponsors of the Kenston Forest Honor Society chapter.

JAMES W. MILROY
Headmaster