



# KANKAKEE 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 Kankakee High School chapter of National Honor Society.

Each year, the Kankakee 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

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 adviser.** Your first inquiry should always be with the faculty members assigned to serve as the adviser of the chapter. This individual 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.

- 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 two weeks 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 can be appealed by contacting the Assistant Superintendent of Curriculum and Instruction in writing one week after the Building Principal's decision.
- e. The Assistant Superintendent (or their designee) 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 Assistant Superintendent (or their designee) will notify the appellee in written form and give an estimated date for their notice of decision.

- f. The decision of the Assistant Superintendent (or their designee) can be appealed by contacting the Superintendent in writing one week after the decision.
- g. The Superintendent 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 Superintendent will notify the appellee in written form and give an estimated date for their notice of decision. The Superintendent decision is final.

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