



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4355

PAGE: 1 OF 2

CATEGORY: **Instruction, Cocurricular/Extracurricular**

EFFECTIVE: **1-29-62**

SUBJECT: **California Scholarship Federation and National Honor Society**

REVISED: **3-16-2001**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing operation of honor societies in junior and senior high schools, and to define standards for admittance.
2. **Related procedures:**

Student progress reporting, 7-12	4705
Citizenship grading and evaluation	4710

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-7100, F-7120, H-8000.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Institute for Learning.
2. **Junior High Schools**
 - a. National Junior Honor Society and California Junior Scholarship Federation are scholastic honor societies for eighth-grade and ninth-grade students.
 - b. Membership is based upon scholarship, citizenship, service, leadership and character, and upon recommendation of faculty sponsors. A student's report card serves as the primary record of scholarship and citizenship; citizenship grades must be "S" or better.
 - c. A faculty committee, appointed by the site principal, is responsible for determining that applicants meet standards for membership.
3. **Senior High Schools**
 - a. California Scholarship Federation and the National Honor Society are scholastic honor societies for grade 9-12 students.

SUBJECT: **California Scholarship Federation
and National Honor Society**

NO: **4355**

PAGE: **2 OF 2**

EFFECTIVE: **1-29-62**

REVISED: **3-16-2001**

- b. California Scholarship Federation qualifications for membership and approved courses are outlined in the CSF handbook, which is available in each senior high school or may be requested from CSF Southern Region. Academic grades must be "C" or better and citizenship grades must be "S" or better.
- Life membership in CSF is granted to students that maintain membership for a minimum of four semesters between grades 10-12. One semester must be completed in grade 12. A federation chapter seal shall be placed on the student's diploma and life membership shall be indicated on his/her permanent records.
- c. Selection into the National Honor Society is based on a student's academic achievement, leadership activities, service to others, and personal character. A faculty council, selected by the principal, reviews candidates and makes the final selection.
4. **National Honor Society and California Scholarship Federation** for both junior/middle high and senior high levels are subject to all district policies and procedures governing school-sponsored clubs (Procedure 6240).

D. IMPLEMENTATION

E. FORMS AND AUXILIARY REFERENCES

1. Student grade report (report card) or transcript
2. Counselors Handbook, Stock Item 41-C-7010

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education