

TITLE: Guidelines for Issuing the California Department of Education State Seal of Civic Engagement for the 2023-24 School Year

NUMBER: REF-116303.2

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PURPOSE: The purpose of this reference guide is to provide guidelines for the 2023-2024 school year for the issuance of the California Department of Education (CDE) State Seal of Civic Engagement.

On September 10, 2020, the State Board of Education (SBE) adopted criteria and guidance to award a State Seal of Civic Engagement (SSCE) to California students who demonstrate excellence in civics education and participation, and an understanding of the United States Constitution, the California Constitution, and the democratic system of government.

On April 14, 2021, the Los Angeles Board of Education voted unanimously to establish an advisory committee tasked with developing specific criteria for Los Angeles Unified students to earn the State Seal of Civic Engagement. This Seal is an incentive for high school students to encourage their active and ongoing participation in issues of public concern.

This seal will symbolize students' achievement of civic engagement skills, knowledge of democratic concepts and processes, and participation in projects that address the needs and challenges in their communities, empowering students to use their voices to be change agents and make positive contributions to a democratic society.

ROUTING

Region Superintendents
Administrators of Instruction
Counseling Coordinators
Principals
Assistant Principals
Assistant Principals, SCS
Secondary Counselors
HSS Department Chairs
UTLA Chapter Chairs

MAJOR**CHANGES:**

This reference guide replaces Reference Guide 116303.1. Due dates for the CDE State Seal of Civic Engagement have been updated for 2023-24.

INSTRUCTIONS: I. HIGH SCHOOL (GRADE 11 AND 12) CDE STATE SEAL OF CIVIC ENGAGEMENT (SSCE)

Students in grade 12 are eligible to receive the State Seal of Civic Engagement from the CDE; however, documentation of requirements can be collected as soon as the 11th grade.

A. Selection of a Civic Engagement Award Committee

Each school site establishes a Civic Engagement Award Committee (CEAC) and a committee lead. A CEAC in high school might include social studies teachers, department chairpersons, student representatives, parents, counselors, college counselors, school site coordinators, site administrators, or designees.

The CEAC lead serves as the point-of-contact with the Social Studies Coordinator in the Division of Instruction and supports the committee. The CEAC lead may access all required forms and supplementary documents in the Schoology group.

The school-site CEAC's responsibilities include the following:

1. Observe the key dates for program implementation listed in the Schoology Group, CDE Seal of Civic Engagement Awards, Access Code: **RWQX-P4GH-SJZC8**.
2. Disseminate CDE State Seal of Civic Engagement information to students, parents, and teachers.
3. Verify that students have met all the criteria.
4. Email the respective forms/rosters to Kieley Jackson, History/Social Science Coordinator, kjack2@lausd.net, by **Wednesday, May 1, 2024**, identifying the students who have earned the CDE State Seal of Civic Engagement.

5. Designate appropriate school staff to affix self-adhesive seals on student diplomas prior to issuing the diplomas.
 6. Include a CDE State Seal of Civic Engagement recognition in an appropriate public ceremony (e.g., graduation ceremony, printed graduation program, senior dinner, senior awards ceremony, etc.) to recognize award recipients.
- B. Verification of Eligibility for the CDE State Seal of Civic Engagement

The CEAC reviews student applications to verify that all five criteria for the CDE State Seal of Civic Engagement are met:

1. **Criteria 1:** Be engaged in academic work in a productive way.

Students may demonstrate this in ONE or more of the following ways:

- a. On track to graduate or earn a Certificate of Completion;
- b. Demonstrate academic improvement (as recommended by a teacher, coordinator, or school staff);
- c. Productive engagement in academic work may be modified for students with IEPs.

2. **Criteria 2:** Demonstrate a competent understanding of democratic principles, concepts, and processes; United States and California constitutions; functions and governance of local governments; tribal government structures and organizations; the role of the citizen in a constitutional democracy; and Student Bill of Rights.

Students complete grade-level history-social science (HSS) course requirements with a passing grade in TWO of the following:

- a. World History, Culture and Geography: The Modern World AB;
- b. U.S. History and Geography: Continuity and Change in the 20th Century AB;

- c. Principles of American Democracy;
- d. Any of the courses above can be replaced with an equivalent course that focuses on civics education, such as Law and Youth, Constitutional Law, Ethnic Studies;
- e. Any of the courses above can be replaced with a passing score on an equivalent exam (e.g., IB, AP);
- f. Demonstration of competent understanding for students in alternative curriculum may be modified based on the student's IEP (as recommended by a teacher, coordinator, or school staff).

3. **Criteria 3:** Participate in one or more informed civic engagement project(s) that address real-world problems and require students to: identify an inquiry into civic needs or problems, consider varied responses, take action, and reflect on efforts.

Student completes a civic engagement project that meets ALL of the following criteria:

- a. Addresses a real-world civic problem;
- b. Requires the student to determine a course of action as a result of inquiry into the topic;
- c. Engages with a school-approved community partner or public official to address the issue;
- d. Demonstrates a nuanced understanding of the issue/ topic (e.g., multiple perspectives, cause and effect, short and long term impacts, etc.);
- e. Is not merely community service but a civic engagement community project.

4. **Criteria 4:** Demonstrate civic knowledge, skills, and dispositions through self-reflection.

Student-reflection may be exhibited and shared with others (e.g., policy makers, school leaders, local community forums, etc.) in a variety of formats:

- a. Culminating project or portfolio;
- b. Public presentation;
- c. Video;
- d. Slide show;
- e. Speech;
- f. Written constructed response.

5. **Criteria 5:** Exhibit character traits that reflect civic-mindedness and a commitment to impact the classroom, school, community and/or society in a positive and constructive manner.

Evidence includes ONE or more recommendations from a peer, educator, mentor, local, state, or national official, non-familial community member:

- a. Format can be: written, video, audio, digital presentation;
- b. Format can be a letter of recommendation, endorsement letter, or even a media article.

C. Submission of Student Nomination Forms

The CEAC lead submits the Student Nomination Form to Kieley Jackson, kjack2@lausd.net, by **Wednesday, May 1, 2024**. The History/Social Science Coordinator will submit the insignia request to the CDE office on behalf of all schools. Faxes and roster PDFs are not accepted and will be returned, thus delaying processing and delivery of award materials to the school site.

D. Presentation of Awards to Students

1. After the Student Nomination Forms have been submitted, the CEAC lead notifies award recipients and arranges for students to be recognized in an appropriate ceremony (e.g., graduation, senior dinner, senior awards ceremony), including a special mention in the graduation ceremony program. Leads should also distribute the honor cords to students who have earned the seal.
2. Students receiving the CDE State Seal of Civic Engagement should wear their honor cords during their graduation ceremony.

II. MATERIALS

The forms for the CDE State Seal of Civic Engagement are available in the CDE State Seal of Civic Engagement Schoology group, Access Code: **RWQX-P4GH-SJZC8**.

RELATED RESOURCES:

California Department of Education State Seal of Civic Engagement
<https://www.cde.ca.gov/pd/ca/hs/hssstateaseal.asp>
California Social Studies Standards
<https://www.cde.ca.gov/ci/hs/cf/hssframework.asp>
[Levels of Civic Engagement Definitions](#)
Student Bill of Rights
<https://www.stuvoice.org/student-bill-of-rights>
High School Voter Registration Week
<https://thecivicscenter.org/>

Additional resources will be added to the Schoology Group, CDE Seal of Civic Engagement Awards, Access Code: **RWQX-P4GH-SJZC8**.

ASSISTANCE:

For assistance or further information please contact Kieley Jackson, History/Social Science Coordinator, kjack2@lausd.net.