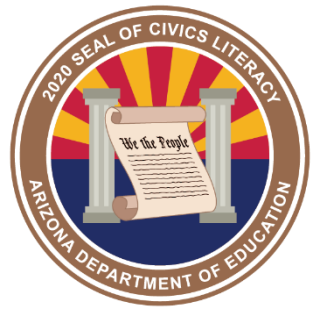


# Seal of Civics Literacy

## Information Sheet



### **What is the Civics Literacy Seal:**

- The Arizona Seal of Civics Literacy recognizes high school students who achieve a high level of proficiency in Civics by demonstrating civic knowledge and service to their community.
- The Seal of Civics Literacy was first adopted in Arizona by the State Board of Education, in collaboration with the Arizona Department of Education (ADE), in 2017 per A.R.S. §15-259.

### **Why Participate:**

- It is a prestigious award that will set you apart when applying for scholarships, colleges, internships or jobs.
- You will join an elite group of students who have shown mastery of the Arizona History and Social Science Education Standards.
- It will give you valuable experience in your given field.
- It fosters a relationship with your community.
- You will be recognized at various awards ceremonies in the district.
- You will receive a medal you can wear at commencement.
- You will receive the Civics Literacy Seal on your diploma showing that you have demonstrated proficiency in civics literacy.
- Your transcript will note that you earned the Seal of Civics Literacy.

### **Steps Involved:**

1. Do well in your social studies classes. You must have a minimum GPA of a 3.0 in the following courses: World History, AZ/US History, Government and Economics.
2. Pass your Civics exam (usually taken in 8<sup>th</sup> grade) with a 70% or higher.
3. Get Involved!! The list of opportunities is listed on the application (see section 3.A). You need three instances of civic learning- it can be three years of NHS or involvement in three different organizations throughout your high school career.
4. Volunteer! You need a minimum of 30 hours and 10 hours must be for a civics-related purpose. (Section 3.B of the application)
5. Write a comprehensive written essay- a rubric has been provided.
6. Documentation of your civics experiences and/or volunteer hours is required. Forms can be obtained from the organization, your club advisor, or an hours log template is attached.
7. Once the application is complete, it must be taken to the teacher or club advisor (section 3.A of the application) for signature approval.
8. Students will need to set up a meeting with their school counselor to have the Seal of Civics Literacy application form signed; documenting that they have completed the necessary course load.
9. Submit this application- including all required documentation evidence- by the due date, on or before **April 5<sup>th</sup>**.

## Seal of Civics Literacy Written Reflection Information

### **Writing Prompt:**

Choose one of the writing prompt options below:

- How can knowledge of civics aid in your future in the community, state, nation, and world?
- Define civics literacy using the learning and experiences you have had.

### **Standards:**

**ELA Anchor Standard Writing 2:** Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.

**H&SS Anchor Standard Civic 1:** Civic virtues and democratic principles are key components of the American political system.

**H&SS Anchor Standard Civic 2:** Citizens have individual rights, roles, and responsibilities.

**H&SS Anchor Standard Civic 3:** An understanding of civic and political institutions in society and the principles these institutions are intended to reflect including knowledge about law, politics, and government are essential to effective citizenship.

**H&SS Anchor Standard Civic 4:** Process, rules, and laws direct how individuals are governed and how society addresses problems.

### **Using the Scoring Rubric:** (see detailed rubric attached)

4 - Highly Proficient – Excellent; demonstrates expert level knowledge, skills, and experience of Civics Literacy. Provides well-thought-out, detailed explanations, and supporting information. Communication is clear, concise (well-presented), and relevant.

3 - Proficient – More than satisfactory; demonstrates above average level knowledge, skills, and/or experiences of Civics Literacy. Provides thorough explanations and supporting information. Communication is clear and relevant.

2 - Partially Proficient - Satisfactory: demonstrates average level knowledge, skills, and/or experience of Civics Literacy. Provides explanations and some supporting information. Communication is clear and relevant.

1 - Minimally Proficient - Poor: difficulty in responding. Not able to provide explanations or provide supporting information. Communication is unclear and/or irrelevant.

## Seal of Civics Literacy Written Reflection Rubric

**Students must reach a minimum score of 18/24 demonstrating PROFICIENCY**

Skills	High Proficient (4)	Proficient (3)	Partially Proficient (2)	Minimally Proficient (1)	Notes
Introduce a topic; organize complex ideas, concepts, and information so that each new element builds on that which precedes it to create a unified whole; include formatting, graphics, and multimedia when useful for comprehension					
Develop the topic thoroughly by selecting the most significant and relevant facts, extended definitions, concrete details, quotations, or other information and examples appropriate to the audience’s knowledge of the topic.					
Use appropriate and varied transitions and syntax to link the major sections of the text, create cohesion, and clarify the relationships among complex ideas and concepts.					
Use precise language, domain-specific vocabulary, and rhetorical techniques to manage the complexity of the topic.					
Establish and maintain a style and tone appropriate to the norms and conventions of the discipline in which they are writing.					
Provide a concluding statement or section that follows from and supports the information or explanation presented (e.g., articulating implications or the significance of the topic).					

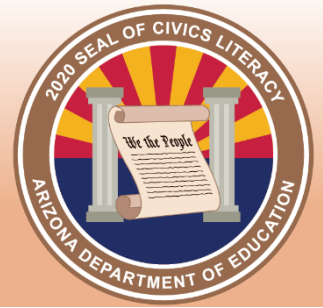
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# Seal of Civics Literacy

## Application



Student Full Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Student email \_\_\_\_\_ School: \_\_\_\_\_

Counselor Name: \_\_\_\_\_ Date: \_\_\_\_\_

The Arizona Seal of Civics Literacy, pursuant to A.R.S §15-259, recognizes high school students who have attained a high level of proficiency in Civics at the time of graduation. To be awarded the Seal of Civics Literacy, students must submit this application on or before **April 5** or as soon as your application is complete. With the exception of the Civics test (#2 below), students must meet the following requirements during grades 9-12. Previous experience will not be counted.

- Students must complete all required **Social Studies** courses (3 credits) with a grade point average (GPA) of at least 3.0 out of 4.0. Students should provide a copy of their transcript.

Are you taking Government or Economics Term 4? \_\_\_\_\_ If yes, which class? \_\_\_\_\_  
What is your current (%) grade in the course above? \_\_\_\_\_ as of \_\_\_\_\_ (date)

Add the letter grade you have earned for each of the classes below:

World History: \_\_\_\_\_ AZ/US: \_\_\_\_\_ Gov: \_\_\_\_\_ Econ: \_\_\_\_\_

**Social Studies** GPA \_\_\_\_\_ Counselor Signature: \_\_\_\_\_

**An unofficial transcript must be submitted with this application. Students can access their transcript in StudentVUE by going to "Course History" then "Unofficial Transcript."**

- Verification that the student has passed the Arizona Civics Test with a 70% or better.

Counselor Signature: \_\_\_\_\_

- Complete the requirements in each of the three Civics categories:

1. **Civic Learning** (Must complete or participate in at least 3 instances of Civic Learning other than traditional senior government class.) Some examples of civics learning programs are listed below. You may participate in 3 different programs, or one program, 3 different times.

- |   |  |
|---|--|
| <input type="checkbox"/> Arizona Boys/Girls State                 | <input type="checkbox"/> National Student Council/Student Government             |
| <input type="checkbox"/> Arizona Gear Up Leadership Summit        | <input type="checkbox"/> <i>Project Citizen</i> Project                          |
| <input type="checkbox"/> Arizona High School Mock Trial Program   | <input type="checkbox"/> Speech and Debate                                       |
| <input type="checkbox"/> Civics Matters                           | <input type="checkbox"/> Teen Court  |
| <input type="checkbox"/> JROTC                                    | <input type="checkbox"/> Imprints of Honor (formerly Veteran's Heritage Project) |
| <input type="checkbox"/> National Honor Society                   |  |
| <input type="checkbox"/> Other programs as approved by ADE: _____ |  |

Teacher/Club Advisor Signature: \_\_\_\_\_

## 2. Civic Engagement

Students must have **30 hours** in civic engagement activities with 10 hours dedicated to civics specific activities. Documentation of service hours must be submitted with this application (see attached Civics Learning/Volunteer Log)

*Civic specific (engagement) activities* are defined as activities:

- Where students engage with community members (virtually or in person) to identify a cause/issue in the community, state, or nation.
- That must be validated by a supervisor or leader.
- Where students are practicing civics and participating in civics (demonstrating their civic knowledge).
- Are completed with a public agency or civics organization.
- That occur outside of class time.

*Community Service* hours are defined as:

- Unpaid work performed for the benefit and betterment of the community.
- Working with a credible organization or group (not affiliated with immediate family).
- That are validated by a supervisor or leader (not an immediate family member).
- Can be completed based on personal interests and preference.
- Occurs outside of class time.

Examples and Approved Civic Engagement Activities:

- Member of a commission or Youth Advisory Board
- Tribal Council
- Boy Scouts/Girl Scouts/Scouting America
- Attend at least two public government or school board meetings
- Volunteering for a political campaign
- Participation in voter registration, voter education, or a get-out-the-vote campaign
- Key Club
- Feed My Starving Children
- Other programs as approved by ADE: \_\_\_\_\_

Teacher/Club Advisor/Counselor Signature: \_\_\_\_\_

**\*\*For Sections B and C above, documentation of participation must be submitted with this application.\*\***

### 3. Written Reflection (see aligned writing prompt choices and see attached written reflection rubric)

- Submit a written reflection, as required by the State Board of Education, for the purpose of demonstrating your civic knowledge as a culminating activity of your learning.

Teacher/Counselor Signature: \_\_\_\_\_

Once your application is complete, please either submit all required documents to your teacher, school counselor or scan and email to the Social Studies Coach (Michele Bentivegna, [mbentivegna@pusd11.net](mailto:mbentivegna@pusd11.net)) at the district office. Please reach out if you have any questions, 623-412-5328 or x5328 if calling within the district.