



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4710

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CATEGORY: **Instruction, Academic Achievement**

EFFECTIVE: **1-29-61**

SUBJECT: **Citizenship Grading and Evaluation and Academic Honesty**

REVISED: **6-20-03**

A. PURPOSE AND SCOPE

1. To define the standard practice for citizenship grading in secondary schools and to outline requirement that all schools establish a citizenship and academic policy related to academic honesty.
2. Student citizenship and honesty are essential to successful education. All scholars rely upon the honesty and integrity of other scholars to understand and realize truth. Cheating is the most destructive action in the academic world. Cheating undermines the academic process, shatters student integrity, and destroys the trust necessary for student-teacher relationships.
3. **Related Procedures:**
 - California Scholarship Federation and National Honor Society 4355
 - Eligibility for participation in cocurricular and extracurricular activities ... 4350
 - Interscholastic athletic program eligibility requirements 4172

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2000, F-2350, F-7000, F-7030, F-7100, F-7120, F-8400, H-5000, H-5200, H-6000, H-6050.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of Instructional Support.
2. **Definitions**
 - a. **Citizenship marks:** Reflections of the teacher’s impression of the general behavior, attitudes, values, and habits of an individual student in the school community. These marks are indices of the student’s ability to participate effectively in a democratic society. They measure personal qualities, not academic performance, and therefore should not be equated with the academic scale.
 - b. **Cheating on tests:** Any intentional giving or using of outside assistance related to an examination, test, or quiz without permission from the teacher—including misuse of any form of technology.

- c. **Fabrication:** Any intentional falsification or invention of data, source, or other authority in an academic exercise.
 - d. **Unauthorized collaboration:** Any collaboration between a student and another person at times or in ways that are not permitted.
 - e. **Plagiarism:** Any intentional use of another person's ideas, words, or work as one's own. Plagiarism includes the misuse of published material, material generated by technology, or the work of another student.
 - f. **Theft or alteration of materials:** Any intentional and unauthorized theft, concealment, alteration, or distribution of student, staff, or library material.
 - g. **Test/assignment avoidance:** Any pattern of absences on test days for the apparent advantage of better grades.
 - h. **Pressure for unsubstantiated grade change:** Any student or parent/guardian request for a grade change other than a change to correct an averaging, recording, or other clerical error.
3. **Plus or minus signs** are not used for citizenship marks since personal qualities are not subject to such precise grading refinement.
4. **Citizenship marks** are recorded on a student's cumulative grade history but are *not* reported on transcripts.
5. **Citizenship Marks**
- | | | |
|---|------------------|---|
| E | Excellent | Is an outstanding citizen |
| G | Good | Is an above-average citizen |
| S | Satisfactory | Meets citizenship standards |
| N | Needs to improve | Needs help to meet citizenship standards |
| U | Unsatisfactory | Fails to meet school citizenship requirements |
6. **Knowledge of Academic Dishonesty.** Any student who has personal knowledge of a violation of the district policy of academic honesty is to report it to school authorities. Failure to do so makes a student a party to the cheating and subject to disciplinary action.

7. **Eligibilities (Effect of Citizenship Marks)**

- a. Students must maintain the equivalent of a “C” average (2.0) in citizenship to be eligible for participation in interscholastic athletics and/or cocurricular activities (see Procedure 4172 for interscholastic athletics and Procedure 4350 for cocurricular and extracurricular activities). The five-point citizenship grading scale will be used with “E” = 4, “G” = 3, “S” = 2, “N” = 1, and “U” = 0.
 - b. **“N” and “U” marks** disqualify students from membership in the California Scholarship Federation and the National Honor Society (Procedure 4355).
8. **Principals and school governance teams** are responsible for establishing site policies and reasonable criteria for evaluation of student citizenship and academic grading, including guidelines related to academic honesty. Criteria for citizenship grading must be maintained in writing by all schools.

D. IMPLEMENTATION

1. **Principal and school governance team** establish and publish criteria for citizenship and academic grading.
2. **Principal** instructs staff on implementation; may send copy to instructional leader for information and coordination purposes.
3. **Instructional leader**, upon request, assists schools in developing citizenship criteria; makes information on policy and grading plans in other schools available to requesting schools.
4. **Teacher** evaluates students in accordance with established criteria; records marks on grade report rosters.
5. **Principal** investigates situations involving cheating; informs instructional leader, as appropriate.

E. FORMS AND AUXILIARY REFERENCES

1. Grade Report Rosters
2. Student grade report (report cards)

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F. REPORTS AND RECORDS

G. APPROVED BY



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