

## SITE OPERATIONS CIRCULAR NO. 1033

Office of Leadership and Learning

### SAN DIEGO UNIFIED SCHOOL DISTRICT

**Date:** February 12, 2020

**To:** Secondary Site Administrators

**Subject:** DISTRICT EXPECTATIONS FOR AVID IMPLEMENTATION AND GUIDELINES FOR ESTABLISHING A NEW AVID SITE

**Department and/or Persons Concerned:** All Administrators, AVID Site Coordinators, AVID Elective Teachers

**Reference:** Course of Study (AVID Courses)

**Attachment:** SDUSD AVID Certification Checklist

**Action Requested:** Review district expectations for AVID implementation and guidelines to understand the process for establishing a new AVID site.

#### **Brief Explanation:**

AVID—Advancement Via Individual Determination—was created in San Diego at Clairemont High School in 1980. It was created to provide the supports and scaffolding all students need to be successful in school. In its most fundamental form, AVID teaches organizational and note-taking skills, and structures consistent tutorial sessions. When implemented with fidelity, AVID fosters a safe, open culture, high expectations for teachers and students, and collaboration in all classrooms through school-wide implementation. 95% of AVID students graduate and enroll in college.

AVID can be implemented schoolwide in k-12 grades or via elective in 6-12 grades. Teachers are trained during Summer Institute and workshops during the school year to use AVID curriculum with engaging and effective strategies. Schools are certified using a rubric with 75 indicators in the areas of instruction, systems, leadership, and culture. Students often describe AVID as “family” and the reason for their success in school. AVID is perfectly paired with honors, AP, IB, and college courses.

#### **DISTRICT REQUIREMENTS FOR AVID IMPLEMENTATION AT ALL SITES**

Requirements for sites requesting district funding to support AVID implementation at their school:

1. Submit the AVID Site Team Plan, Site Data, Coaching and Certification Instrument, Senior Data (high schools only) per the timeline provided at the start of the year by the SDUSD AVID District Director.
2. Hold consistent AVID Site Team meetings to track progress toward site implementation goals.
3. Provide opportunities for SDUSD AVID District Director to observe AVID classes to collect evidence that supports meeting certification goals.

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4. Achieve AVID certification in two years from beginning the program. Certification is determined yearly by the SDUSD AVID District Director using the SDUSD AVID Certification Checklist (See Attachment 1 SDUSD AVID Certification Checklist).
5. Teachers must choose to teach the AVID Elective class, not be assigned. The AVID Elective teacher class assignment is a volunteer assignment based upon collaborative conversation between administration and teacher. This is per AVID certification guidelines.
6. Verify that AVID Elective teachers are trained in AVID Implementation prior to teaching an AVID Elective class.
7. Institute a process for identifying and selecting students who meet the criteria for the AVID Elective class. Qualified students are expected to choose to take the AVID elective class.
8. Offer the AVID Elective class as an option for students. The AVID Elective cannot be a mandatory course; however, AVID strategies should be a component of all other content area classes.
9. Offer the AVID Elective as a yearlong course offering.
10. Every AVID course requires that tutorials take place twice a week in the AVID Elective course, with support from tutors.
11. Demonstrate that AVID systems and WICOR (Writing, Inquiry, Collaboration, organization, and Reading) strategies that support district implementation of Common Core Standards are a component of the site's ongoing professional development.
12. Allocate site funds for AVID Summer Institute/Path training including training for site leadership, counselors, content area/non-AVID elective teachers and tutors.
13. Allocate site funds for AVID materials including planners and binders.
14. Allocate site funds for AVID field trips including college fairs and visits.
15. Ensure proper course codes are being utilized:

2020-2021								
Course Code	Description	Low Grade	High Grade	GPA Credit	Grade Credit	UC a-g	Dist-Wide	Site-Adpt
8061	MID LEVEL AVID	6	8	1.0	1.0		•	
8066	AVID PEER SUPP	11	12	1.0	1.0		•	
8207	AVID 9 A	9	9	1.0	1.0	G	•	
8208	AVID 9 B	9	9	1.0	1.0	G	•	
8209	AVID 10 A	10	10	1.0	1.0	G	•	
8210	AVID 10 B	10	10	1.0	1.0	G	•	
8227	AVID 11 A	11	11	1.0	1.0	G	•	
8228	AVID 11 A	11	11	1.0	1.0	G	•	
8221	AVID 12 A	12	12	1.0	1.0	G	•	
8222	AVID 12 B	12	12	1.0	1.0	G	•	
6932	AVID 11/TOK 1	11	11	1.0	1.0	G		•
6933	AVID 11/TOK 2	11	11	1.0	1.0	G		•
6934	AVID 12/TOK 1 (HP)	12	12	1.0	1.0	G		•
6935	AVID 12/TOK 2 (HP)	12	12	1.0	1.0	G		•

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**ADDITIONAL DISTRICT REQUIREMENTS FOR AVID IMPLEMENTATION AT NEW SITES**

New sites, including sites that have not implemented AVID within the past year, requesting to be included in the district's AVID annual membership contract must take the following steps.

1. The site's leadership team (Principal, Vice Principals, Head Counselor) must meet with the SDUSD AVID District Director to discuss program expectations and requirements.
  - If approved, the site will be added to the district AVID membership contract, which authorizes the site to use AVID systems, trademark logos and licensed materials during the contract year.
  - Approved school sites are responsible to pay for AVID staff training and AVID library including implementation support materials.
  - Once the site has been added to the district's AVID membership contract, it will be permitted to use the appropriate AVID course code and the AVID elective will be added to the site's course availability for the upcoming school year.
2. Identify the AVID Site Leadership Team.
  - The team must include the Principal, Vice Principals, Head Counselor, at least one AVID elective teacher, and one or more non-AVID Elective teachers.
  - The site must provide names and roles for all site team members to the SDUSD AVID District Director.
  - SDUSD District Director will create the site's MyAVID accounts.
3. As per AVID requirements, the site Principal will send staff to Summer Institute or PATH Training:
  - Year one = minimum Eight (8) staff members
  - Year two = minimum Five (5) staff members
  - The staff attending training must include members of the site team: Principal, Vice Principal, Head Counselor, AVID Elective Teachers, and Content Area/non-AVID Elective Teachers.
  - Sites will register & pay for trainings through MyAVID accounts.

For questions, please contact Rachel Amato (619)725-7308 ([ramato@sandi.net](mailto:ramato@sandi.net))

APPROVED:



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