

SITE OPERATIONS CIRCULAR NO. 1021

Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 12, 2015

To: Secondary Site Administrators

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

Department and/or Persons Concerned: All Secondary Administrators

(Due Date only if required) None

Reference: Course of Study (AVID Courses)

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

Brief Explanation:

The following steps outline the process for establishing a new AVID site and describe district expectations for AVID implementation.

NEW SITES

New sites 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 Central Office AVID District Director (Advanced Studies Office) 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. The district will pay for the cost of membership and an AVID library including implementation support materials. Approved school sites are responsible to pay for AVID training registrations.
 - 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 your master schedule for the upcoming school year.
2. Identify the AVID Site Leadership Team.
 - The team must include the Principal, Vice Principals, Head Counselor, and at least one AVID elective teacher, one or more non-AVID Elective teachers. The site must provide contact information for all members on the site team information form

- provided to you by the Central Office AVID District Director. Once this form is submitted and can be verified by the Central Office District Director, your MyAVID accounts will be approved.
3. Establish MyAVID online accounts and sign up for Summer Institute Training and AVID Path Trainings.
 4. As per AVID requirements, the site principal will send a minimum of eight (8) staff members to the Summer Institute prior to the first year of AVID Implementation. The team must include the principal, vice principal, head counselor, AVID Elective Teachers, and Content Area/non-AVID elective teachers. *New AVID Sites include sites that have not offered the AVID Program for more than one consecutive school year.*

DISTRICT REQUIREMENTS FOR AVID IMPLEMENTATION

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

1. Hold monthly AVID Site Team meetings to track progress toward site implementation goals.
2. Provide opportunities for Central Office AVID District Director to observe AVID elective and content area classes to collect evidence that supports meeting certification goals on the 11 Essentials (outlined in 2014-15 AVID Secondary School Certification Process and Materials posted online at <http://www.sandi.net/cms/lib/CA01001235/Centricity/Domain/16428/AP%20AVID%20B/2014-15%20AVID%20Secondary%20School%20Certification.pdf>).
3. Submit the AVID Site Plan, Initial Self-Study, Secondary Data, Certification Self-Study, Senior Data (high schools only) to the Central Office AVID District Director on the requested timeline.
4. Achieve AVID certification in two years from beginning the program. Certification is determined by meeting the requirements as outlined in the AVID Center's 11 Essentials.
5. Teachers assigned to teach the AVID Elective must choose to teach the course, as per AVID Certification guidelines. (See guidelines in 2014-15 AVID Secondary School Certification Process and Materials posted online at <http://www.sandi.net/cms/lib/CA01001235/Centricity/Domain/16428/AP%20AVID%20B/2014-15%20AVID%20Secondary%20School%20Certification.pdf>).
6. Verify that AVID Elective teachers are trained in AVID Implementation prior to teaching an AVID Elective class or at the next AVID Summer Institute or Path Training.
7. Institute a process for identifying and selecting students that meet the criteria for the AVID Elective class. Qualified students must 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 offering for all students at a grade level or school wide. 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 college tutors (7 to 1 ratio). The tutorial process must include use of the most current Tutorial Reflection Form (available online at MyAvid.org).

Sites agree to meet district expectations for program growth to support district initiatives:

1. Demonstrate program growth by systematically adding AVID elective sections that provide an AVID pathway from grade 6-12.
2. 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 for the school year.
3. Allocate site funds for ongoing AVID Path training needs that include training for site leadership, counselors, content area/non-AVID elective teachers and tutors.

District sites that choose to implement the AVID Program without district funding must

1. Contact the Advanced Studies Office to request the course code to add the AVID elective to their master schedule.
2. Adhere to AVID Center's Certification Process as outlined in the 11 Essentials.
3. Identify the AVID Site Leadership Team including Principal, Vice Principals, Head Counselor, AVID Elective Teachers, and Content Area Teachers.
4. Meet the AVID Center's timeline for submission of requested data and evidence to the Central Office AVID District Director.
5. Provide opportunities for the Central Office AVID District Director to observe AVID elective and content area classes to collect evidence that supports meeting certification goals as outlined by 11 Essentials.
6. Allocate site funds for training and materials as required in the AVID Center contract.
7. Meet AVID Center's training requirements for leadership, staff and tutors.

Cheryl Hibbeln
Director
High School Resources Office

APPROVED:



Jim Solo
Executive Director, Leadership and Learning