

**SITE OPERATIONS CIRCULAR NO. 2020**  
School of Innovation & Integrated Youth Services

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** November 13, 2018

**To:** Principals and Site Counselors (Grades 6-12)

**Subject:** 2018-2019 *Unlocking the Genius* (UTG) Experience

**Department and/or Persons Concerned:** All Administrators and Site Counselors serving students grade 6-12

**Due Date:** Completion of grade level lessons by Friday, June 7, 2019

**Reference:** None

**Action Requested:**

- Pre-Implementation:** Review attachments and implementation procedures located within this Site Operations Circular
- Implementation:** Implement the UTG program at your school site
- Post-Implementation:** Team reflection of impact to student success

**Brief Explanation:**

The 2018-2019 *Unlocking the Genius* experience allows all students in grades 6-12 to engage in a series of grade-level, site-based lessons through the Thrively platform ([www.thrively.com](http://www.thrively.com)) which will also serve as a digital portfolio archiving student strengths, experiences, and connecting students to local opportunities to develop their interests. Parents will have access to their student's work and see students earning digital badges aligned with their development within the academic, career, and life readiness realms. The UTG lessons are structured to develop student competencies, and they encourage counselors and teachers to work together in the delivery. To increase site autonomy, counselors will have the remainder of the year to coordinate with the site administration/teachers regarding the implementation of these lessons. Data trends in student engagement will be captured and reported to executive cabinet on a monthly basis.

***Unlocking the Genius* Curriculum Components:**

- Each grade-level unit has a set of three lessons. The first lesson is titled: *Expose*. The second lesson is titled: *Explore*. The third lesson is titled: *Experience*
- Each lesson is guided by an essential question at each grade level.
- Each lesson ranges in time from 60 minutes to 90 minutes.
- Each lesson encourages students to further develop their college ready, career ready, and life ready strengths.

**Suggested Implementation Timeline:**

- Pre-Implementation: All steps completed prior to Thanksgiving break or sooner
- Implementation:
  - Fall term: *Expose* lessons completed
  - Winter term: *Explore* lessons completed
  - Spring term: *Experience* lessons completed
- Post-Implementation: All step completed prior to the end of the school year

**PRE-IMPLEMENTATION:**

**Step 1:** Each school site will form a UTG team of site staff members to assist with the planning and implementation of the UTG grade level units. Recommended planning team members include: school site counselors, site administrators, selected teachers per grade level, special education representatives, and site informational technology representatives. It is recommended that the site counselor and classroom teacher co-facilitate the lessons.

**Step 2:** In conjunction with the classroom teacher co-facilitating the lesson, the school site counseling team will select dates for implementation and include them in their annual counseling calendar. Additional details can be found in the facilitator guides linked below:

- [Middle School Facilitator's Guide](http://bit.ly/UTGMSFacilitatorGuide) (<http://bit.ly/UTGMSFacilitatorGuide>)
- [High School Facilitator's Guide](http://bit.ly/UTGHFacilitatorGuide) (<http://bit.ly/UTGHFacilitatorGuide>)

**Step 3:** UTG implementation team members will review the information contained in the links below prior to implementing classroom lessons:

|               |  |
|---------------|--|
| Middle School | UTG Guided Tour ( <a href="http://bit.ly/UTGMSGuidedTour">http://bit.ly/UTGMSGuidedTour</a> )<br>UTG Quick Start Guide<br><a href="https://sites.google.com/a/sandi.net/oss/School-Innovation/UTG">https://sites.google.com/a/sandi.net/oss/School-Innovation/UTG</a><br>UTG Facilitator Guide ( <a href="http://bit.ly/UTGMSFacilitatorGuide">http://bit.ly/UTGMSFacilitatorGuide</a> )<br>UTG Staff Log-In Instructions ( <a href="http://goo.gl/7rE6tD">http://goo.gl/7rE6tD</a> )<br>UTG Assessment Flow Chart ( <a href="http://goo.gl/22Y25d">http://goo.gl/22Y25d</a> ) |
| High School   | UTG Guided Tour ( <a href="http://bit.ly/UTGHSGuidedTour">http://bit.ly/UTGHSGuidedTour</a> )<br>UTG Quick Start Guide<br><a href="https://sites.google.com/a/sandi.net/oss/School-Innovation/UTG">https://sites.google.com/a/sandi.net/oss/School-Innovation/UTG</a><br>UTG Facilitator Guide ( <a href="http://bit.ly/UTGHFacilitatorGuide">http://bit.ly/UTGHFacilitatorGuide</a> )<br>UTG Staff Log-In Instructions ( <a href="http://goo.gl/7rE6tD">http://goo.gl/7rE6tD</a> )<br>UTG Assessment Flow Chart ( <a href="http://goo.gl/22Y25d">http://goo.gl/22Y25d</a> )   |

**IMPLEMENTATION:**

**Step 4:** For each UTG lesson, the implementation team members assist students with:

- Accessing the [www.thrively.com](http://www.thrively.com) platform
- Providing students individual computers/tablets
- Providing earbuds/headsets, if students elect not to use their own
- Providing students their active directory logins/passwords, as needed
- Providing internet access to all students (wireless or hardwired).
  - *Lessons are best delivered in student groups limited to 36 or fewer students in order minimize connectivity challenges.*

**Step 5:** Students complete the lesson activities in Thrively.

**Step 6:** UTG implementation team members will provided additional support services to students that demonstrate a need for further exploration of their strengths on an as-needed basis. Recommended support services may include, but are not limited to: one-on-one counseling meetings with a school site counselor; small group pull out session by a UTG implementation team members; parent-teacher-counselor conference, etc.

#### **POST-IMPLEMENTATION:**

**Step 7:** The UTG implementation team will determine the extent to which student-generated reflections included in the students' UTG digital portfolios impacts the school site's action plan(s) for student success.

#### **BEST PRACTICES:**

Parent/Guardian Communication:

Sites may elect to send a message to parent/guardians with an overview of their school's plans for implementing the UTG program. The message may include notifying parents/guardians that they could opt-in to receive email messages from Thrively which would provide them with access to their student's strengths assessment results. If parents/guardians have questions regarding the Thrively platform, they should contact Thrively directly (Patrick Delacruz, Head of Classroom Engagement - [Patrick@thrively.com](mailto:Patrick@thrively.com)). Furthermore, when sites host parent/guardian meetings or open house events, sites may want to have students showcase their Thrively digital portfolios to their families.

- [Parent/Guardian Handout 1](http://bit.ly/UTGParentFlyerFullPage) (http://bit.ly/UTGParentFlyerFullPage): Full 8.5"x 11" Page
- [Parent/Guardian Handout 2](http://bit.ly/UTGParentHandoutSmall) (http://bit.ly/UTGParentHandoutSmall): Business card size (10 cards to a page)

For additional information or assistance, please contact:

- Thrively regarding log-in questions and functionality of their website:
  - Patrick Delacruz (Head of Classroom Engagement, Thrively) at 858-255-4372 and [Patrick@thrively.com](mailto:Patrick@thrively.com)
- Regarding questions of the UTG curriculum:
  - Andreanna Murphy, Head Counselor, email: [amurphy@sandi.net](mailto:amurphy@sandi.net)



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Attachments: Hyperlinked in this Site Operations Circular