SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 15, 2017

To: Secondary Site Administrators

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

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

Reference: Course of Study (AVID Courses)

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

Brief Explanation:

AVID provides school sites with research-based strategies and curriculum to participating educational institutions. The AVID program trains educators to use proven practices in order to prepare students for success in high school, college, and a career, especially students traditionally underrepresented in higher education. The AVID program stipulates requirements for programmatic use. The following requirements describe expectations for AVID implementation at all district sties, and additional requirements for establishment of new district AVID sites.

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 Information Form, 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 Central Office AVID District Director.
2. Hold monthly AVID Site Team meetings to track progress toward site implementation goals.
3. Provide opportunities for Central Office AVID District Director to observe AVID elective and content area classes to collect evidence that supports meeting certification goals.
4. Achieve AVID certification in two years from beginning the program. Certification is determined yearly by the Central Office 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 or at the next AVID Summer Institute or Path Training.

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 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 on MyAVID).
11. Demonstrate program growth by systematically adding AVID elective sections that provide an AVID pathway through all secondary grade levels.
12. 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 ingoing professional development for the school year.
13. Allocate site funds for ongoing AVID Summer Institute/Path training including training for site leadership, counselors, content area/non-AVID elective teachers and tutors.
14. Ensure proper course codes are being utilized:

2017-18								
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	•	

District sites that choose to implement the AVID Program without district funding are expected to:

1. Contact the Office of Secondary Schools 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 Coaching and Certification Instrument.
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 documentation 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.
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.

ADDITIONAL DISTRICT REQUIREMENTS FOR AVID IMPLEMENTATION AT 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 (Office of Secondary Schools) 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 training, cost of membership, 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 contact information for all members on the AVID Site 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, the site's 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.*

For questions please contact Ruben Harris (619)725-7308 (rharris@sandi.net) or Mia funk (619)725-7289 (mfunk@sandi.net).

APPROVED:

Cheryl Hibbeln
Executive Director
Office of Secondary Schools

SDUSD AVID Certification Checklist

Item	Completion	Notes
Site Information Form		
Site Team Plan		
Coaching and Certification Instrument (CCI)		
Secondary Data		
Senior Data (Only Applies to High Schools)		
Certified Within 2 Years (Only Applies to New Sites)		
AVID Elective Teacher(s) Trained		
Demonstrate Program Growth		
Allocate Site Funds for Summer Institute and AVID Path Training		
Using Accurate Course Codes		
Provides Evidence of Meeting the Requirements as Outlined in AVID Center's 4 Domains		

_____   _____
AVID Site Coordinator   Principal Signature

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Central Office AVID District Director