



# RENAISSANCE MIDDLE SCHOOL AVID HANDBOOK



*This AVID Handbook has been designed as a guide to the key components in the RMS AVID Program and serves as a brief overview for students, parents, educators and community members.*

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# **AVID SITE TEAM**

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Principal**

**Tyneisha Hamilton  
Assistant Principal**

**Dr. Angela Hagans  
Assistant Principal**

**Priscilla Branch  
Assistant Principal**

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AVID Counselor**

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AVID Counselor**

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RMS AVID Site Coordinator**

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**7<sup>th</sup> Grade Science**

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## **Philosophy**

Hold students accountable to the highest standards, provide academic and social support, and they will rise to the challenge.

## **Vision**

All Renaissance Middle School AVID students will develop the skills and the individual determination to complete a college education, obtain a fulfilling career, and live a productive life.

## **Mission**

AVID's mission is to close the achievement gap by preparing all students for college readiness and success in the global society.

## **Goals**

- To provide academic instructions and other support for middle school students and to prepare them for entrance into high school and college
- To increase the “coping skills” of students
- To motivate students to seek a college education
- To increase students’ awareness level of career choices
- To help students eliminate the gaps between their potential and performance

## **What is AVID?**

The AVID College Readiness System began in 1980. It was developed by Mary Catherine Swanson, a teacher who believed that all students were capable of completing rigorous curriculum, given the appropriate skills and support to do so. For more than 30 years, AVID Secondary has been responsible for accelerating the learning of students and promoting a schoolwide college going-culture. Currently, AVID is implemented in more than 4,900 schools in 45 states and 16 countries/ territories. AVID impacts more than 700,000 students in grades K-12, as well as students in 28 postsecondary institutions.

Schools implementing AVID at the highest levels of fidelity show significantly higher student achievement across all academic and course enrollments. AVID’ belief is that students receive messages about expectations for college from the environment in which they learn. Therefore, it is important for students to be immersed in an academic, college-going environment.

The AVID System increases schoolwide learning and performance for **ALL** students in grade K-12. The AVID System restructures the teaching methods and opens access to curricula that will ensure four-year college eligibility and academic success for students.

## **AVID Program Policies**

The AVID Program exists to provide students an opportunity to develop their academic skills in an environment which enhances writing, inquiry, collaboration, organization, and reading. AVID students will explore their interests, grow academically, and develop leadership skills through a variety of engaging experiences. Participation in the AVID program goes beyond the services provided within the regular school program and allows students maximum opportunities to achieve their potential. Students participating in AVID are taught with a curriculum that reflects acceleration and enrichment in specific disciplines. Students who meet all requirements to join the AVID Program are expected to maintain above average grades, have good attendance, and demonstrate positive school behavior. Expectations for student achievement are rigorous. Additionally, AVID students and parents/guardians

sign a commitment stating that they acknowledge following FCBOE Student Code of Conduct as well as AVID requirements and guidelines.

### **AVID is...**

- A college preparatory and college readiness system
- Designed for students willing to commit to a rigorous curriculum
- Designed for students with good work habits
- Designed for students with appropriate classroom behavior
- Designed for students who display the individual determination necessary to be successful
- Designed for students who have the desire and determination to do their best in school and become leaders!
- Research-based with proven results of student success

### **AVID is not....**

- A remedial program
- A program for students with severe school problems such as poor attendance, discipline, etc.
- A program for passive participants
- A before/after school program
- A study hall
- A program for at risk students

### **AVID does.....**

- Teach skills and behaviors for academic success
- Provide tutorials and strong student/teacher relationships
- Create a positive peer group for students
- Accelerate student learning
- Develop a sense of hope for personal achievement gained through hard work and determination

## **How can students be removed from the AVID Program?**

Removal from the AVID program is defined as discontinuing the participation of a student in the program. Though it is highly discouraged, removing students who qualified and entered the AVID program is possible. The Coordinator of the AVID Program plays an integral part in determining the manner in which a request of this nature occurs. Parents may make a request to terminate a student's participation in the AVID Program or the need may arise when the Coordinator must remove a student from the program. Prior to removal from the AVID program by the coordinator, a student must be placed on probation. Students who receive below a cumulative GPA below 2.6 within their classes, during the interim or report card grading period will be placed on academic probation until the cumulative GPA is at or above 2.6.

During this probationary period, there is a critical examination of student performance followed by prescribed interventions for a determined period of time while the student remains in the program. Both probation and removal require appropriate counseling with the student and documented conferences with the student, the student's parents, and teachers. Records of any assessments, evaluative measures, and other relevant student information must be maintained in a confidential manner. If these interventions are not successful, the next step includes a removal meeting with the parents, student, and teachers.

## **What infractions necessitate that the AVID Coordinator will investigate removal procedures?**

1. A low grade point average (below 2.6) with lack of effort may initiate removal from the program.
2. Continual disruption of the learning process and unwillingness to follow rules can necessitate removal from the program (i.e. documented phone calls/conferences with parents, discipline referrals, detention and/or ISS). **Students will automatically be placed on disciplinary probation when an In School Suspension (ISS) or Out of School Suspension (OSS) occurs.**
3. Failure to adhere to the attendance policy will necessitate a written attendance intervention plan which must be followed or removal from AVID will occur.
4. Failure to complete your 10 hours of community service per semester.

### **Discipline Process (Follows Discipline Cycle)**

Discipline referrals will be reviewed for each student at each 4 ½ week interval. Referrals resulting in Administrative Detention or ISS (In School Suspension) will adhere to the following process:

#### **1st Referral: Lunch Detention**

#### **2nd Referral: Classroom Isolation**

Parent and student are scheduled to have a conference with AVID Administrator or Designee, AVID Elective Teacher, and teacher who wrote the referral. Discussion of referral, and additional consequences – such as placement on probation.

Parent and student are notified that a 3rd referral may result in possible dismissal from Renaissance Middle School AVID Program, and that student would have to re-apply to AVID and meet criteria set by the school for re-entry.

#### **3rd Referral: Administrative Detention**

Parent and student will receive notification of the date and time in which the student will serve. Administrative detention is held on Tuesdays and Thursdays from 4:30 pm to 6:30 pm.

**4th Referral:** Parent Meeting with AVID Coordinator, teachers, AVID Administrator, and student and will receive probation letter informing them that moving on to a fifth referral will result in probation.

**5<sup>th</sup> PBIS:** Student will be referred to PBIS Coordinator and is now on disciplinary probation. The student will adhere to the PBIS process.

#### **OSS (Out of School Suspension):**

**AVID Students receiving any OSS (Out of School Suspension) will automatically be placed on disciplinary probation, and a conference will be arranged with the RMS AVID Site Team to discuss further actions.**

## **AVID Elective**

AVID is an academic, regularly scheduled elective class, during the school day. Instructional strategies are taught in the AVID elective class to develop student's organizational skills that promote academic self-management. AVID students are held accountable to keep Portfolios, agendas, calendars and other essentials for keeping track of coursework and non-academic activities.

**All AVID students are required to use the AVID Portfolio and Focused Notes Artifacts as organizational tools.** The three main components of the AVID System are:

- academic instruction
- tutorial support
- motivational activities

## **Portfolios:**

All AVID students are expected to keep a Portfolio that contains the work for all of their classes. The AVID Academic Portfolio will be graded bi-weekly by the AVID elective teacher. The AVID Academic Portfolio notebook needs to have notes from all core classes each week. Students will receive a Portfolio in either their AVID Elective or homeroom while materials last.

## **Daily Planner/Calendar:**

All AVID students are required to have daily planner or calendar. It is used to write down assignments and daily objectives and is part of the portfolio grade.

## **Tutorials:**

Tutors are essential to the AVID class. Tutors facilitate student access to rigorous curriculum. Students will receive help from college students, peer tutors, and substitute teachers during tutorials that are held during the AVID elective class time. AVID students are expected to complete the Tutorial Request Form (TRF) prior to tutorials.

## **AVID Community Service**

Community service is an investment in your community which helps strengthen it and provide assistance to the people who live in it. Serving your community, builds camaraderie and teamwork toward a common goal and helps foster empathy and self-efficacy. In addition, it offers you quality preparation for the high school as well as build your resume for college and the workforce. Your success will depend on your individual determination, perspective, and openness to succeed at this AVID opportunity. **Each AVID student must earn a minimum of 10 community service hours per semester.**

The student will have an opportunity to participate in the schoolwide community service, AVID community service, and/or any of their choice. A few sites have been provided below to aid in finding opportunities to give back.

- [www.volunteermatch.org](http://www.volunteermatch.org)
- [www.handsonatlanta.org](http://www.handsonatlanta.org)
- <https://www.teenlife.com/category/volunteer/volunteer-atlanta/>



**ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID) CONTRACT**

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_  
(please print)

**STUDENT GOALS:**

- 1. Academic success in rigorous coursework
- 2. Enrollment in honors and/or advanced classes in high school
- 3. Enrollment in four-year college/university after high school graduation

**STUDENT RESPONSIBILITIES:**

- 1. Maintain an average of cumulative 2.6 or better in **ALL** classes
- 2. Maintain a satisfactory citizenship. Follow **ALL** rules specified in the RMS Student Handbook and Fulton County Code of Conduct- No Detention, ISS (In School Suspension), or OSS (Out of School Suspension-immediate probation) Maintain good attendance; no more than 3 unexcused absences are allowed for the school year
- 3. Maintain a portfolio with current assignments/grade checks and notes in all classes
- 4. Complete all assignments and commit to at least two hours of homework every night
- 5. Attend AVID events as scheduled
- 6. Earn 10 hours of community service per semester and participate in community service events sponsored by the school

**STUDENT AGREEMENT:**

I agree to accept enrollment into the AVID elective class. I want to succeed and I understand that I must take individual responsibility for my own success. I understand that I will be allowed to remain in AVID only if I meet the student’s responsibilities listed above and that I am committed to the class for at least one year. AVID is here to offer me support, but I understand that I am the one who will make the difference.

Student’s Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Parent’s Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

**SUPPORT AGREEMENT:**

We agree to support the efforts of this student in meeting the goals outlined above.

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AVID Elective Teacher: \_\_\_\_\_ Date: \_\_\_\_\_



## Community Service Project Reflection

<p><b>How did it benefit the community and/or you?</b></p>	<p><b>Describe what you did at the activity.</b></p>
<p><b>What did you learn?</b></p>	<p><b>How did you feel after the activity?</b></p>
<p><b>Date(s) of activity:</b></p> <p><b>List time(s) you were at activity:</b></p> <p><b>Number of hours you put into activity:</b></p>	<p><b>Print name of person in charge of activity (with signature):</b></p> <p><b>Contact information (email or phone number):</b></p>

## **AVID Parents**

Your students will be asked to reach new levels of learning never before reached! It will be challenging, fun, and exciting! Our goal is to help your child learn to navigate school better than ever before through study skills, higher level questioning, and college awareness.

### **Here are some things you need to know about the AVID classroom!**

All AVID students are expected to keep a portfolio that contains the work for all of their classes. It will be graded weekly. Please review this with your student once a week to see if they have it ready to be graded. This is a TEST grade for the AVID Elective class. The AVID Portfolio should have notes from all other academic classes. Electives course documentation is not needed. If grading policies and requirements, your child will be informed well in advance.

## **Portfolio Contents**

The following is a list of the contents of your Portfolio. The AVID teacher will give your child the order that is required.

- A 3-ring binder (at least 2" a)  
NOT A FOLDER!
- Zipper pouch (with pens- blue or black and red-for grading), pencils, highlighters, enforcers, etc.)
- AVID campus planner or calendar ○ General Information ○ AVID materials and strategies
- Content area materials
- AVID Handbook

## **Planner**

All AVID students are required to keep a planner. Students should document their assignments and daily objectives in this planner. Please sign (Not INITIAL) the signature box weekly to show you have seen the planner. Your child will receive a specific planner, and he/she is expected to retain it for the entire school year.

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## **Tutorials**

Twice weekly, if not more often, your child will be receiving help from college students in tutorials in the AVID elective. They need to come prepared with questions over assignments they do not understand. They must also have their notes from class and any other materials that will help them with tutorials. If they are not prepared, they do not receive the help. Students may attend other tutoring sessions outside of the AVID class as needed.

## **Supplies**

These supplies are to be kept in the AVID Portfolio. They must be replaced as needed. Please stock up on things like paper, extra pens, and highlighters when they are cheap! Students are to bring the following items daily:

3-inch 3 ring binder

2 pens

pocket dictionary

2 pencils  
2 highlighters  
ruler, protractor

eraser  
tab dividers  
flash drive

lined paper  
zip pouch  
small pocket calculator

### **Grading Scale**

100-90 = A

89-80 = B

79-70 = C

69 and below = F

AVID's toolbox is called WICOR—Writing, Inquiry, Collaboration, Organization, and Reading. Using strategies in each of these areas, AVID helps prepare students who desire success.

### **WICOR**

**W-Writing**—Using writing for communication and deeper learning

**I-Inquiry**—Going deeper than what is seen to make connections

**C-Collaboration**—Learning and working with peers for deep understanding

**O – Organization** – Use of organizational tools to promote thinking, learning, and time management

**R-Reading**—Reading for relevance and understanding in all classes

### **Examples of WICOR**

#### **W – Writing**

- \* C-notes
- \* Quickwrites
- \* Learning Logs
- \* Essays

#### **I – Inquiry**

- \* Socratic Seminars
- \*Philosophical Chairs
- \*Tutorial Questions

#### **C – Collaboration**

- \*Team building
- \*Group Work

#### **O- Organization**

- \*Portfolios
- \*Planners/Calendars
- \*Cornell Notes

**R – Reading**

\*Understanding academic materials

\* SAT Vocabulary

I have reviewed the AVID handbook and read the parent reminders and student expectations. I have discussed these with my child. I understand that the AVID Partnership includes the AVID teacher, the student, and the parent and that we will all work together for the success of my child.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed the AVID handbook and read the student reminders and expectations. I have discussed these with my parent. I understand that the AVID Partnership includes the AVID teacher, the student, and the parent and that we will all work together for my success.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_