UCAdvance

Guidebook
2026-2027

PRIDE **PASSION** **PURPOSE** **PERSEVERANCE**

Sherry Price M.A.T.
Program Coordinator
423.743.1632 (school)
423-330-1404 (cell)
prices@unicoischools.com

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UNICOI COUNTY
HIGH SCHOOL

700 S. Mohawk Dr. • Erwin, TN 37650 • Phone: (423) 743-1632 • Fax: (423) 743-1636
Chris D. Bogart, Principal

Dear Students and Families,

I would like to take this opportunity to welcome you to UCAdvance. We are very proud of this program and believe that it is a unique option for students who choose an alternative pathway to high school graduation besides the "brick and mortar" traditional approach. Through asynchronous, online lessons, students pace themselves to complete courses toward a high school diploma on their own time.

While this program has many attributes, it is important to note that students who participate in UCAdvance must commit to the hard work, discipline, and high expectations to be successful.

Families are welcome to be involved. Mrs. Price, school counselors, and I are available to meet or discuss your student's progress at your convenience. Thank you for entrusting us with your students! Our goal is to make every student successful, every day.

If I can be of further assistance, please feel free to contact me at (423)743-1632.

Sincerely,

Chris Bogart
Unicoi County High School
Principal

THIS IS AN ADDENDUM TO THE UNICOI COUNTY HIGH SCHOOL HANDBOOK.

Since 2016 UCAdvance has provided an alternative educational environment to Unicoi County High School students.

VISION

Provide high school students in Unicoi Schools with a flexible, innovative, and engaging learning environment.

GOAL

To provide students with options for a personalized learning experience to prepare for college or the career of their choice.

PURPOSE

To offer students a high-quality alternative program to the traditional brick-and-mortar education.

HIGHLIGHTS

Students in UCAdvance earn a Unicoi County High School Diploma without attending traditional classes during the traditional calendar. Students are provided with a personalized learning path with teachers available to help in person or virtually. Students can complete coursework early and take advantage of early graduation. There are expanded course offerings in a smaller learning environment. UC Schools will provide the technology, including desktops and Chromebooks, for students to complete work at home and school. Students who participate in UCAdvance successfully may also participate in graduation and other school activities. All of this at no extra cost to our students and families.

GENERAL INFORMATION

UCA is a computer-based virtual learning experience with in-room assistance by a certified teacher and an assistant. Flexible scheduling of courses is a hallmark of this approach to virtual education. UCA is generally reserved for juniors and seniors. Family circumstances, student health, the need for an alternative environment to a traditional classroom, employment circumstances, credit recovery needs, and expanded course offerings not found in our traditional curriculum are all reasons a student might be considered for placement in UCAdvance. Courses offered are core academic courses, foreign languages, and electives. Courses may be accessed at all times. Students may work during their optimal learning times at home as well as when in class at school. **Access to the internet in the home is not optional; students must have steady access to the internet to succeed.** We operate on the same semester schedule as the high school. Edgenuity is the name of the virtual platform used for courses.

CURRICULUM AND INSTRUCTION

The online platform of UCAdvance can be found at www.edgenuity.com. Edgenuity has aligned our courses with Tennessee State Standards, which can be found at:

https://www.tn.gov/education/instruction/academic-standards.html

A certified instructor will be in the room at all times as well as an assistant. When necessary, time with other instructors can be arranged to assist with student progress.

TO BE CONSIDERED

An application may be picked up in the counseling office. Upperclassmen are given priority each semester to fill slots. Additional priority is given to students due to home needs, work, health concerns, childcare, transfers, and those wishing to graduate early. Any open slots may be assigned to underclassmen depending on need. An administrator, program coordinator, and counselor will review your academic performance, behavior, and attendance. If satisfactory, the student and parent/guardian MUST meet with the advisory panel (Principal, Coordinator, and Counselor) to discuss the program-student fit. All who attend the meeting must sign contract papers stating that they understand and agree to abide by the rules and regulations of UCAdvance. It may be necessary for a student to complete an Admission Course in order to show the panel that they can be successful in the program. Once successfully completed, the student signs up for a full semester of courses and begins immediately.

UPON ADMISSION

Students admitted to UCA are expected to stay on track to complete their Edgenuity coursework. If a student is in the GREEN, they are on track to complete the course within the semester. If a student is in the YELLOW, they are falling behind and may need to work extra hours during the school day or some on weekends to catch up. Students in RED are very behind and must work extremely hard to get back on track to avoid being returned to the traditional classroom, which will also likely result in mandatory summer school to finish incomplete courses.

The atmosphere of UCA is a quiet, safe, and structured lab that allows students to concentrate and complete coursework. Students may use earbuds to follow along with lessons. Interactions with the teacher and assistant are expected and welcomed to help students make progress. Students will meet regularly with the Coordinator to discuss goals and provide any assistance needed.

SUPPORT SERVICES AND INDIVIDUAL EDUCATIONAL PLANS

Support services are available for all students in UCAdvance, including those with limited English proficiency or special needs. Contact the UCHS Administration for any questions, concerns or requests. Approved Individual Plans of all categories will be followed.

DAILY EXPECTATIONS

- Full-time students should complete 8-10 activities per CLASS, per DAY to maintain progress.
- Students will have assigned seats.
- Personal home computers/laptops and personal Chromebooks are not allowed in UCA.
- Cell phones will be placed in designated areas during class time.
- You may use any personal/electronic notes on tests and quizzes.
- Maintain journal entries as directed in class.
- Participate in all class activities, discussions, and meetings throughout the semester.

INCENTIVES FOR FOLLOWING PROGRAM GUIDELINES

Students will receive "reward slips" to be entered into drawings during each 9-week grading period. Rewards will be selected by random drawings and will be dependent upon the number of rewards available to the UCAdvance Program. Rewards may include gift cards, cash, coupons for extra classroom-based rewards–such as a change of seating assignment, lunch provided in the classroom, etc.
Reward slips may be given for items such as:

- Attendance
- Maintaining adequate progress
- Passing test grades
- Notebook/journal entries
- Completing activities at home or on weekends
- Returning required forms signed and completed

CONSEQUENCES OF FALLING BEHIND OR FAILING TO MEET CLASSROOM EXPECTATIONS

- Change in assigned seat
- Meet with Program Coordinator, parents, and UCHS administrators
- ISS referral
- Referral to Mr. Gillis, UCHS Assistant Principal
- Exit the UCAdvance program and re-enter traditional classes

GRADING SCALE

90-100 A 80-89 B 70-79 C 60-69 D

If you are in a course with an EOC test, you will **not be given credit for the Edgenuity/UCA course unless you take the EOC test during the semester you are in the course.

Yes, we will round up so the final grade is a whole number.

Course Requirements for Graduation

English I	US History and Geography
English II	US Government
English III	World History and Geography
English IV	Economics
Algebra I	Personal Finance
Geometry	Lifetime Wellness
Algebra II	Physical Education I
Higher Math	Visual or Performing Art
Biology I	World Language I
Science	World Language II
Chemistry or Physics	6 additional credits in a program of study

SUCCESSFUL UCA STUDENTS DEMONSTRATE

- Parents and/or guardians who are actively involved in the student's virtual learning
- Are self-motivated and self-disciplined
- Are good time managers
- Are good communicators with email or phone calls
- Comprehend and analyze a text
- Set and achieve goals
- Persevere through obstacles
- Are concerned about their education and future goals
- Do not let obstacles interfere with their learning
- Work with little supervision
- Are computer literate
- Maintain a satisfactory level of attendance
- Follow expectations of classroom rules/respect

CLASSROOM PROCEDURES

- Be in the UCAdvance class and log in by your period bell.
- Sign in to your account and begin work on assignments.
- Listen carefully to announcements.
- If you have questions, please ask, and we will be glad to assist you.
- Take notes in a dedicated notebook, on notecards, or electronically using Google Docs; you may also take e-notes in Edgenuity.
- Return on time after lunch.
- Work on your assignments until the end of class.
- Return any borrowed calculators.
- Don't forget to sign out if you leave the room
- Be respectful to everyone and use your manners

DRESS CODE

A dress code is enforced to avoid tendencies on the part of students to call attention to themselves to the point of interfering with the school program. It is the parent's responsibility to ensure that students leave home dressed appropriately for school. Teachers and administration have the right to determine if attire or appearance is inappropriate for school. All dress policies apply to school-sponsored field trips.

- Bottoms should reach mid- thigh.
- Only modest-sized holes are allowed in pants and must be mid-thigh or lower.
- Midriffs should not be visible at any time.
- All upper garments must have sleeves or straps.
- Necklines of all upper garments must cover straight across from armpit to armpit.
- No undergarments shall be visible.
- No transparent/see-through material.
- Wearing clothing with writing or characterization denoting obscenity, graphic violence, vulgarity, profanity, occult or inflammatory/degrading intent, or wearing clothing advertising drugs, alcoholic beverages, or tobacco products is prohibited.
- Going without shoes is prohibited.

Accessories

- Jewelry depicting drugs, alcohol, violence, or sex is prohibited.
- Piercings may be deemed inappropriate in certain classes due to safety issues.
- Hats, caps, or any other headwear should be removed before entering the building.
- Hoodies are allowed, but the hoods of such garments shall not be worn in the building.
- Sunglasses are prohibited indoors unless prescribed by a physician.
- Jewelry that could pose a safety risk to you or someone else is prohibited.

CLINIC

The clinic is located in the main office on the first floor. Our clinic is open to all students, faculty, and staff. We have a nurse on duty to provide for the medical needs of our students. It is the responsibility of the student's legal guardian to provide the clinic with the necessary medical information concerning the student's medical needs during school hours. All medications MUST be turned in to the clinic for dispersal. **Students wishing to leave class and see the nurse for any reason MUST have a note from their teacher stating the time and purpose of their visit.

ATTENDANCE POLICY

Attendance is a key factor in student achievement; therefore, students are required to be present each day school is in session. Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee. Excused absences shall include: 1. Personal illness 2. Medical appointments 3. Religious observances 4. Court subpoenas/not guilty 5. Illnesses of immediate family members 6. Death of immediate family members.

Parents are encouraged to make medical appointments after school hours. Students should return to school with a doctor's excuse. Students are responsible for all missed assignments due to absences. Students are not allowed excused absences with a note from a parent.

- Tardies to any given class are calculated at a rate of 3 tardies = 1 day absent. 3 tardies to any given class will result in ISS.
- Tardies accumulating to more than 5 unexcused days of school will result in a referral to the Unicoi County Schools Truancy Board.
- **All students who accumulate 5 unexcused absences can be referred to the Unicoi County Schools Truancy Review Board.
- Students who accumulate more than 10 unexcused absences may be referred to the Juvenile Court and fined for each unexcused absence.
- For further information, refer to the Attendance Procedures letter in the enrollment packet.

Cell Phones/Electronic Devices Policy

Definition of a Personal Communication Device: A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. This includes smartwatches, earbuds, or any other wearable technology that can transmit and/or receive electronic signals.
Definition of Class Time: This refers to the time that the class is scheduled to be in session each day. Students are not allowed to have a cell phone during class time.

During class time, students will be required to put their cell phone in the cell phone holder before each class. Students are not allowed to take or use their cell phone when going to the restroom during class time. Students will pick up their cell phone after class has been dismissed each period.
Appropriate times for cell phone usage will be before 7:45 am, during class changes, during lunch, and after 2:45pm.
Consequences:
1st offense: Warning, Office referral.
2nd offense: Office referral, 1 day of ISS, Parent contact
3rd offense: Office referral, 2 day of ISS, Parent contact
4th offense: Office referral, 3 days of ISS, Parent contact
5th , 6th , 7th etc.: Office referral, Considered Gross insubordination, Parent contact, Possible OSS
*Refusal to place phone in the phone holder will be considered insubordination and will result in confiscation of the phone until the end of the school day.
*ISS students will lose all cell phone privileges for the days they are in ISS. These students will be required to turn in their cell phone at 7:45 am and will not be able to pick them up until 2:45 pm each day. They are not allowed to have a cell phone between the hours of 7:45 am and 2:45 pm.

CHECK-IN CHECK-OUT PROCEDURE

- All students arriving late or leaving early must report to the office.
- A parent or guardian needs to be present or phone the office.
- Even though a student has driven an automobile to school, a parent or guardian must check the student out.
- In the case of a “Flex Contract”, if students arrive after the agreed-upon contract time, they must still check in at the office and must still check out at the office. It is imperative we know who is and is not on our campus.
- A tardy / sign-in sheet will be kept at a table in the UC Advance classroom. Please use this to help ensure your attendance records are accurate.

STUDENT RESPONSIBILITIES

- Maintain communication with teachers, including by email, in person, and by phone when necessary.
- Keep up with announcements from the school website (Google Classroom) as well as any announcements on Edgenuity.
- Do not share your username or password. Log off when finished.
- Maintain daily progress; do not get behind.
- Please do NOT disturb others. Distractions include shouting, playing, and talking to other students who are working.

MONITORING OF STUDENT PROGRESS

- Students will meet regularly with the UCA Coordinator for a check on progress.
- Parents may sign up for weekly progress reports by contacting Mrs. Price at any time throughout the school year.
- Goals will be discussed, including whether adequate daily progress is being made, course completions, absences or tardiness, in-class work skills, concerns and needs of the student for staff assistance, etc.
- If adequate progress is not maintained, a parent/guardian meeting will be necessary.
- If textbooks are needed for student support, they will be provided.

PARENT / GUARDIAN RESPONSIBILITIES

- Be an active participant with your students and the resources provided by the school to be successful.
- Help maintain a schedule to ensure the students are progressing at a pace that is meeting the needs of the student.
- Maintain contact and provide up-to-date contact information with teachers and staff, especially the main office.
- UCHS and UCA staff are also committed to working with our parents and guardians to assist students in achieving their maximum academic growth in all required subject areas throughout the school year.
- Emergency forms must be completed and on file and kept up to date if conditions change.

CAFETERIA POLICY

- UCA students are welcome to use the cafeteria during our assigned times.
- Breakfast, beginning at 7:15, is provided as well as a mid-morning breakfast between the first and second periods.
- Lunch periods may vary depending on semester needs or a change in the daily schedule. For these reasons, we strongly encourage our breakfast menu.
- Students are **not** allowed to have food delivered to them at school by restaurants or parents.
- Students are not allowed to leave campus during lunch or go to their cars without permission.

FLEX CONTRACTS

- Flex Contracts are designed for students who need modified schedules due to work, family obligations, or at the discretion of the principal.
- Students who have demonstrated a working knowledge of the Edgenuity program may be considered for a Flex Contract.
- Flex Contracts allow students to work from home/virtually for up to 2 periods per day.
- Students must maintain “GREEN” status in Edgenuity to be eligible for a Flex Contract.
- School Personnel, parents, and principal signatures for approval must be secured PRIOR to a Flex Contract being implemented.

UCAdvance Guidebook Acknowledgement

We acknowledge that we have received a copy of the UCAdvance Guidebook and understand that students will be held accountable for their progress and will be subject to all policies and procedures at UCHS and Unicoi Schools.

Print Name of Student _____Grade Level _____

Student Email _____

Student Contact Number _____

Signature of Student _____

Print Name of Parent/Guardian _____

Parent/Guardian Email _____

Parent/Guardian Contact Number _____

Signature of Parent/Guardian _____

Today's Date _____

Notes _____
_____

UCAdvance Application 2026-2027
****Return to UCAdvance or the Counseling Office**
Date received by office:_____

Name: _____ Grade: _____ Birthdate: _____

Student Email: _____ Student Cell Phone: _____

Parent/Guardian Name: _____ Cell/Home Phone:_____

Parent/Guardian Email: _____

Best Time to Reach/Meet with Parent/Guardian: _____
Preferred method of contact: _____phone _____email _____text

How did you hear about UCA? What do you know about the program and why would you like to be considered for the program? _____
_____

Do you consider yourself motivated to do online learning, be open to one-on-one teaching, small group instruction, quiet workspace, daily feedback, etc? _____ Explain. _____
_____

Are you willing to follow classroom procedures on phone usage and daily work expectations?
_____ YES _____ NO

Do you participate in any before/after school activities or work? _____ YES _____ NO
if yes, what activities and when? _____
_____

Do you have internet/WIFI at home? _____ YES _____NO

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

Office Section Only

Student has: ___IEP ___504 ___RTI ___Other Total Credits Earned: _____
SPED Review and Signature: _____ (attach IEP or Plan)
Counseling Office Signature _____ (attach transcript)
Approved for Enrollment _____ Notes: _____

_____ _____
Principal Signature Date

Aplicación Avanzada de UCA 2026-2027

Devolver al Senora'Price o a la Oficina de Orientación. Recibido: _____

Nombre: _____ Grado: ____ Fecha de Nacimiento: _____
Correo Electrónico: _____ Celular: _____

Nombre de Padres/Tutor Legal: _____ Celular: _____
Correo Electrónico de Padres/Tutor Legal: _____

¿Cómo te enteraste de UCA? ¿Qué sabes sobre el programa y por qué te gustaría ser considerado para la inscripción en el programa? _____
_____

¿Te consideras motivado para aprender en el internet, estás dispuesto a la enseñanza de uno a uno, a instrucción en grupos pequeños, a recibir crítica constructiva diariamente, etc? _____ Por qué? _____
_____
Actividades antes y después de la escuela: _____
_____
Estás trabajando actualmente: _____ Si es asi, lugar de empleo: _____

_____ _____
Nombre y firma del estudiante Fecha

_____ _____
Nombre y firma de padres/tutor legal Fecha

Sección para la Oficina Solamente

Student has: _____IEP _____504 _____ RTI _____ Other Total Credits Earned: _____

SPED review and signature: _____ (attach IEP or other plan)

Guidance Office signature: _____ (attach transcript)

Approved for Enrollment _____ Notes: _____
_____

_____ _____
Principal Signature Date

UCAdvance Reminders

- You are enrolled as a student at UCHS. You have been entered into UCAdvance per your request, your desire to be in a blended program, and your academic or personal needs.
- As an enrolled student of UCHS, you are bound, as other students, to the approved UCHS Student Handbook. You must follow all guidelines.
- Once on campus, you must stay on campus. Outside food may not be delivered to you while at school. You must bring it with you before school.
- Ask for permission to return to your car during the school day.
- Are you working on your lessons at school? Are you asking for help when you need it? Are you open to receiving help from others? Are you taking notes? Are you completing journal entries as instructed?
- After four weeks in this program, you should start asking yourself if this program is right for you. If you are making slow progress or struggling to manage your time, perhaps a traditional program is better for you.
- Semesters end in December and May for both UCAdvance and UCHS. Your progress is tracked to that point. **All classes should be finished by the end of each semester.** Failure to do so may result in your automatic return to the traditional classroom.
- Yes, you can and should log in and work from home! You may also work on weekends, breaks, and holidays.
- You must complete 8-10 activities **per CLASS per DAY** to make minimum progress. If you are stuck, don't procrastinate. Ask for help as soon as possible.
- Attendance is NOT optional. Attendance is taken daily. Please be on time.
- As we continue to grow, expect change.
- **You may contact Mrs. Price via email, phone, or text during and after school hours if you have any questions or need assistance, such as unlocking an assignment in Edgenuity. My work cell number is 423-330-1404, and my email is prices@unicoischools.com.**