

UCAdvance

Guidebook
2021-2022



PRIDE

PASSION

PURPOSE

PERSEVERANCE

Unicoi County Schools

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UNICOI COUNTY
HIGH SCHOOL



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

Amy B. Horton, Principal

Pride, Passion, Purpose, & Perseverance

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 highschool 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. Mr. Fleenor, 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)743-1676.

Sincerely,

Amy Horton, Ed.D.
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 at 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 to this approach to virtual education. UCA is generally reserved for juniors and seniors. Family circumstances, student health, the need for an environment which is an alternative to a traditional classroom, employment circumstances, credit recovery needs, expanded course offerings not found in our traditional curriculum are all reasons a student might be considered for placement in

UCAAdvance. 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 in the home to be successful.** 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 UCAAdvance 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 regulation of UCAAdvance. It may be necessary for a student to complete an Admission Course in order to show the panel they can be successful in the program. Once successfully completed, the student signs up for a full semester of courses and begins immediately.

IF ADMITTED

Students admitted to UCA are expected to stay on track in completing their coursework on Edgenuity. 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. After a probationary period, students may apply to be completely virtual or have a shortened school day (leave early/late start). Students who qualify for this contract, must be in the GREEN for 20 school days. If a student on a

contract fails to stay in the GREEN, their contract will be cancelled and they MUST return to in-person learning immediately. The student may try again during another 20 day probationary period to qualify for virtual or shortened school day status.

The atmosphere of UCA is a quiet, safe and structured lab that allows for 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 are expected to 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 15-20 activities per day.
- Students MUST sit in their assigned seat each day.
- Personal home computers/laptops, and chromebooks are not allowed in UCA.
- Cell phone usage is a privilege; if you are not making progress or meeting goals, you may lose access to your phone during the school day.
- Virtual contracts will be revoked if you do not keep up.
- You may use any personal/electronic notes on tests and quizzes.

CONSEQUENCES OF FALLING BEHIND OR FAILING TO MEET CLASSROOM EXPECTATIONS

- Change in assigned seat
- Forfeiture of Virtual Contract
- Exit UCAdvance program

GRADING SCALE

93-100 A 85-92 B 75-84 C 70-74 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.

SUCCESSFUL UCA STUDENTS DEMONSTRATE

- Parents and 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 future goals
- Do not let obstacles interfere with their learning
- Work with little supervision
- Are computer literate
- Maintain a satisfactory level of attendance (Added 5/6 MF) (WCDE)

CLASSROOM PROCEDURES

- Be at UCAdvance and logged in by 7:45 AM unless approved for a flexible contract.
- Sign in to your account and begin work on assignments
- Listen carefully to announcements.
- If you have questions, raise your hand. We will be glad to assist you.
- Take notes in a dedicated notebook, on notecards, or electronically using Google Docs
- There will be a mid-morning break and mid-afternoon break. At this time you may chat with other students, listen to music, watch videos, go to the bathroom, or eat a snack.
- Go to lunch and return on time.
- Work on your assignments until the end of class.
- Return any borrowed calculators.
- Don't forget to sign out if you leave the room to go to the office, bathroom, or run an errand.

DRESS CODE

A dress code is enforced to ensure all students have access to a safe and orderly environment that supports learning. It is the responsibility of the parent to ensure 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 for field trips.

- Only modest size holes are allowed in clothing above the knee.No holes above mid-thigh.
- Midriffs should not be visible at any time.
- All upper garments must have sleeves or straps.
- Necklines of all upper garments must cover from armpit to armpit.
- Pants, skirts, skorts, shorts, etc. shall be worn so that no underwear is showing and must be at a length that is no higher than mid-thigh.. Leggings will meet the dress code.
- Students will not wear or display any emblems denoting inflammatory intent, obscenity, graphic violence, vulgarity, profanity, occult, drugs, alcohol or tobacco on clothing or accessories.
- Going without shoes is prohibited. Accessories must not pose a threat to other students by sharpness or weight.
- Piercings may be deemed inappropriate in certain classes due to safety issues.
- Hats, caps, or any other headwear are not allowed inside classrooms during school hours unless necessary for safety.
- Hoodies are allowed but the hoods of such garments shall not be worn during school hours within the school buildings.
- Sunglasses are prohibited indoors unless prescribed by a physician.

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Consequences for dress code violations include, but are not limited to: 1 st offense- Opportunity to change attire 2 nd offense- Opportunity to change, 3 rd offense- 1 days ISS 4 th offense- ISS and parent conference. If at any point the student refuses to change their attire, the student can be assigned ISS for the day the incident occurs.

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 Parents' responsibility 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 and 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 2 tardies to any given class will result in one day of Lunch Detention.
- Tardies accumulating to amount 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.
- PARENT NOTES ARE NOT ACCEPTED.

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 "Late Arrival or Early Release" 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.
-

STUDENT RESPONSIBILITIES

- Maintain communication with teachers including by email, in person, and by phone when necessary. Be constructive and concise with questions or issues.
- Keep up with announcements from the school website as well as any announcements on Edgenuity.
- Do not share your user name 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.
- Goals will be discussed, if 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 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 committed as well to work 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 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.
- Should a student choose not to go to the cafeteria a teacher or assistant will be in the room or in the hallway at all times.
- Students are not allowed to leave campus during lunch or go to their cars without permission.

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 _____

Parent/Guardian Address _____

Signature of Parent/Guardian _____

Today's Date _____

WIFI in the Home YES NO

Notes _____

**Please sign this page, remove it , and return it to UCAdvance.

UCAdvance Application 2021-2022

Return to Mr. Fleenor in UCA or the Counseling Office.

Received: _____

Name: _____ Grade: _____ Birthdate: _____

Email: _____ Cell/Home Phone: _____

****Put the best email and cell phone number to reach you.****

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

Parent/Guardian Email: _____

Best Time to Reach/Meet with Parent/Guardian: _____

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 work space, 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

Devolver al Sr. Fleenor 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 así, 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

Student: _____

The student listed above has qualified for either a Virtual Attendance Contract or a Daily Flex and Freedom Friday Contract. Conditions for each are listed in the UCAdvance Guidebook. In order to qualify, students must complete 20 days of in-person attendance. Students must demonstrate that they can log on and complete work from home. Additionally, an EOC course requires 50% completion before a Virtual Contract may be awarded. Administration reserves the right to revoke contracts or alter requirements as necessary.

Option 1 Daily Early Release and Freedom Friday: requires students to be in the “green” in daily progress and passing all courses. Students may leave after 3rd period daily. On weather delay schedules, students may leave after 3 periods. You may stay home on Fridays, but MUST log in by 8:00 AM and complete at least 1 activity. ****Students are NOT excused from attending any traditional courses at the HS or CTE.****

Option 2 Virtual Attendance: requires students to be juniors or seniors with 20+ credits, maintaining a “C” average, and to log in each morning by 9:00 AM daily. Students on virtual MUST come in for tests one day per week, either Wednesday or Friday. If you do NOT return to school for tests for two weeks, your classes will be frozen and you will be required to return in person. Students are not exempt from final cumulative exams. Seniors must communicate with the Ayers Foundation for graduation and Ms. Grindstaff for yearbook needs. ****Students are NOT excused from attending any traditional courses at the HS or CTE.****

Option 3 30 and Out Flex: students may leave school campus each day with completion of 30 activities. Your daily attendance, tardiness, number of courses needed for graduation, effort, and grades are considered. ****Students are NOT excused from attending any traditional courses at the HS or CTE.****

Parent/Guardian Name (Printed): _____

Parent/Guardian Email: _____

Parent/Guardian Cell Phone/Home Phone: _____

Student Name (Printed): _____

Student Email: _____

Student Cell Phone/Home Phone: _____

Date Contract Begins: _____

Principal Signature: _____

UCAdvance Coordinator Signature: _____

Parent/Guardian Signature: _____

Student Signature: _____

Yearbook Signature: _____

Ayers Foundation Signature: _____

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 for 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.
- If you are in a circumstance where you need to arrive late or leave early, complete a request form.
- 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 or are you on your phone, sleeping, playing games, or just sitting there? Are you asking for help when you need it? Are you open to receiving help from others?
- 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 really log in and work from home! You may also work on weekends, breaks, and holidays.
- You must complete 15 activities per day to make minimum progress. If you are stuck, don't procrastinate. Ask for help as soon as possible.
- Attendance is NOT optional. You must attend each day and are expected to be here on time.
- As we continue to grow, expect change.

