



**Deep Creek Academy
Distance Learning Continuity Program
Student Guide**



**281 S. Farmersville Blvd.
Farmersville, CA 93223**

Distance Learning Continuity Program



Deep Creek Academy is prepared to allow students to continue their individual and unique learning paths in order to meet high school graduation requirements on time; complete any college entrance requirements and/or complete any career technical education courses needed for future employment while working with teachers virtually. We can provide high-quality, learn-from-home options for students with our Distance Learning Continuity Program (DLCP) from APEX Learning and district adopted printed curriculum.

Students have access to:

- APEX Learning standards-based digital curriculum for all students
- A-G course requirements to meet UC/CSU/Private University requirements
- CTE courses provide students with the knowledge/skills for career readiness
- Tutorials as needed for academic support through APEX Learning
- Google Classroom for direct student-teacher communication and site updates
- District adopted curriculum that meets graduation, A-G and CTE requirements
- School staff via phone, text, Zoom video call, Remind app, APEX messaging for help during the hours of 8:00 am and 3:00 pm, Monday through Friday during the time our school site is closed.

Procedures

1) Educational Services

- a) **Enrollment:** Students will be provided with their student login information, which includes:
 - i) Student Google Email and Password
 - ii) Student APEX Username and Password
 - iii) Students will then be required to log on to their school Google email account:
 - (a) IDnumber@farmersville.net (example: 43210@farmersville.net)
 - (b) Once logged in to the school Google email account, students will go to the waffle button  and click the Google classroom icon  to be added to the DCA Students Google classroom: **class code am3zb5o**.
- b) **Orientation:** Students are required to complete the following orientation courses and acknowledgement/agreement form, which can be found in the DCA Students Google classroom assignments page:
 - i) Student **Courses:**
 - (1) Students Getting Started with Courses
 - (2) Working with Courses for Students
 - (3) Communication Tools for Students
 - ii) Student **Tutorials:**
 - (1) Students Getting Started with Tutorials
 - (2) Working with Tutorials for Students

- (3) Monitoring Tutorial Progress for Students
- iii) Orientation **Acknowledgement & Agreement:**
 - (1) DCA Student Orientation Checklist submission on Google Forms
- c) **Class Work (printed):** Students will continue working from home on their APEX classes (online) or printed packet of school work if there is no access to the internet or a computer at home.
- d) **Student/Teacher Communication:** Student communication with their teacher for help with academic content (tutorials or CSTs) or any questions or concerns should contact their teacher during the hours of 8:00 am – 3:00 pm via:
 - i) APEX Learning:
 - (1) Student Message Center – students must message their teacher *first* to begin a communication message thread
 - ii) Google Education Tools:
 - (1) Google Classroom – students will receive assignments and updates from their principal, secretary and teachers as they are available. Teacher Google Classroom codes are as follows:
 - (a) Ms. Dodge: **class code om3vyvi**
 - (b) Mr. Temmerman: **class code nlir3ag**
 - (c) DCA Students (school wide): **class code am3zb5o**
 - (2) Google Voice – students can call or text their teachers or principal at the following phone numbers for help, questions or updates:
 - (a) Principal, Mrs. Erika DeLaCruz (cell) – 559-578-3778
email: edelacru@farmersville.k12.ca.us
 - (b) Teacher, Mrs. Arlene Dodge (cell) – 559-471-0177
email: adodge@farmersville.k12.ca.us
 - (c) Teacher, Mr. Dieter Temmerman (cell) – 559-471-0166
email: dtemmerman@farmersville.k12.ca.us
 - (d) Secretary, Mrs. Laura Byrd (school) – 559-747-6205
email: lbyrd@farmersville.k12.ca.us
 - (e) Campus Aid, Mrs. Sylvia Lopez (school) – 559-747-6205
email: slopez@farmersville.k12.ca.us
 - iii) Other Apps:
 - (1) Zoom – students will be able to reach their teachers via video chat, email or call your teacher to request a video chat appointment in advance
 - (2) Remind – students will be able to reach their teachers via the Remind app, via Remind app messaging
 - (3) Instagram – students are able to contact Mrs. DeLaCruz via our school site Instagram account @deepcreekacademy, the account is private and

your follow request will be approved by Mrs. DeLaCruz, our school account will not follow back any follow request accounts. This social media platform is for informational purposes to keep our students, parents and school community informed of our site's official school business.

2) Food Services

- a) Student meals will be provided with food services on a pick-up/drive through sacked meal system as outlined by the district:
 - (1) Monday – Friday
 - (2) All kids age 19 and younger (students must be present to receive meals)
 - (3) During school closures March 18th through April 3rd from 11 am – 12 pm
 - (a) Farmersville HS: 631 E. Walnut Avenue
 - (b) Hester Elementary: 477 E. Ash Street
 - (c) Freedom Elementary: 575 E. Citrus
 - (d) DCA/Snowden Elementary: 301 S. Farmersville Boulevard
 - (e) Farmersville Junior High: 650 N. Virginia Avenue

3) Pupil Support Services/Counseling

- a) Social and emotional students support services will be available on an on-call basis, please contact the DCA office or Mrs. DeLaCruz or Mrs. Lopez directly to schedule an appointment if services are needed. Appointments can be scheduled and coordinated via in-person (on site at DCA), over an online Zoom video call, a phone call, text messaging or via our school Instagram: @deepcreekacademy.

4) Individual Education Plans/Section 504 Plans

- a) Students with Individual Education Plans (IEPs) will be provided with related services both/either virtually or in-person as outlined in their IEP by the designated service providers.
- b) Students with Section 504 plans will be provided with related services both/either virtually or in-person as outlined in their IEP by the designated service provider.
- c) Special Education Staff contact information:
 - i) Director of Special Education:
Mr. Darren Hardy – email: dhardy@farmersville.k12.ca.us
 - ii) School Psychologist:
Mrs. Natalie DeLeon – email: ndeleon@farmersville.k12.ca.us
 - iii) Resource Specialist:
Mrs. Jennifer Cadena – email: jcadena@farmersville.k12.ca.us
 - iv) Site 504 Coordinator:
Mrs. Erika DeLaCruz – email: edelacru@farmersville.k12.ca.us

Academic Honesty Policies

The student body and staff are opposed to all cheating, plagiarism and dishonesty. To support this policy, certain safeguards are in place for academic security. For such a policy to be meaningful, the support of all students and parents is required.

- 1) **Cheating:** Any intentional giving/discussing/using of external assistance relating to examination, test or quiz without the express permission of the teacher.
- 2) **Fabrication:** Any intentional falsification or invention of data, citation, or other authority in an academic exercise.
- 3) **Unauthorized collaboration:** Intentional collaboration of an assignment between a student and another person, if such collaboration is not permitted.
- 4) **Plagiarism:** Any intentional use of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published/copyrighted material, whether written or visual, and/or the work of other students.
- 5) **Theft or alteration of materials:** Any intentional or unauthorized taking, concealment, or alteration of student, teacher, office or library materials.
- 6) **Pattern of test avoidance:** A pattern of absences on test days or major assignment due dates for the apparent advantage of performing better at a later date or for gaining extra working/studying time.
- 7) **Pressure for unsubstantiated grade changes:** Any student request for a raised grade that is not based on mistakes in correction, recording, averaging, or other clerical error.
- 8) **Abusive conduct with computers and the network:** Includes, but is not limited to, prohibited use, damage or theft of system hardware or software; the altering of any system software or software configurations; placing unlawful information, computer viruses or harmful programs on any computer; and pirating copyrighted software.
- 9) **Prohibited Use** Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, distribution of:
 - a. Information that violates or infringes upon the rights of any other person.
 - b. Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
 - c. Advertisements, solicitations, or political lobbying.
 - d. Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
- 10) **Unauthorized electronic entry:** Any entry without permission. Accessing, downloading and/or printing of materials that are considered by staff to be pornographic, unlawful, obscene, or otherwise objectionable.

All students will have due process in the handling of the infractions listed in this policy. Possible penalties for infractions include: parent notification, lowering of academic grade, removal from class with F, detention, suspension and expulsion as defined in our parent/student handbook. Inappropriate use of the DCA Distance Learning Continuity Program tools/platforms may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time if deemed necessary.