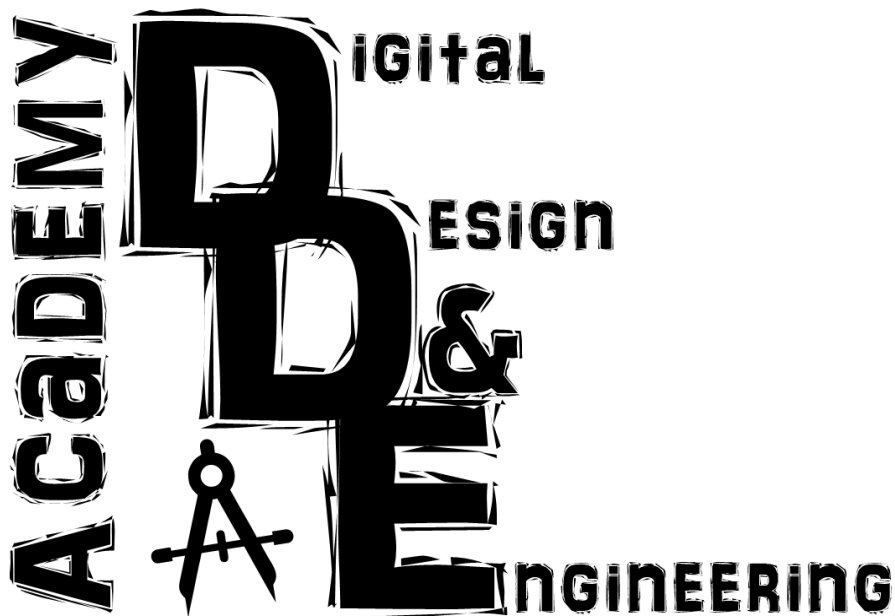


# DDE ACADEMY

**Student/Parent Handbook  
2018 – 2019 School Year**



37423 70<sup>th</sup> Street East  
Palmdale, CA 93552  
Office (661) 533-9000 Ext 201 or 211

# WELCOME TO DDE ACADEMY!

Dear Student and Parent,

You are now part of our family. During the 2018 – 2019 school year, you will have the opportunity to join in the activities and events that have become traditions at DDE Academy. You will learn from our excellent teaching staff, and you will meet and make many new friends. It is our hope that your time with us will be both academically and socially rewarding. We developed this handbook to clarify many of the most important academy policies in place to assist you to be successful as a student and parent. We realize this does not cover everything, so if you ever have a question please do not hesitate to ask.

Sincerely,

DDE Academy Staff

## MISSION STATEMENT

The DDE Academy strives to instill academic excellence by challenging all students creatively and intellectually. We provide an inclusive community of students, staff, and community members working together to foster student achievement, build self-worth and to mold character so that students may best fulfill their potential and meet future challenges as leaders in diverse fields in a constantly evolving world. The academy is driven to provide competency-based instruction, life skills, certified occupational skills, and meaningful employment by providing a hands-on real-world approach. We work in accordance with Knight High School's mission to facilitate college and career bound students with a rigorous learning environment.

## VISION STATEMENT & GOALS

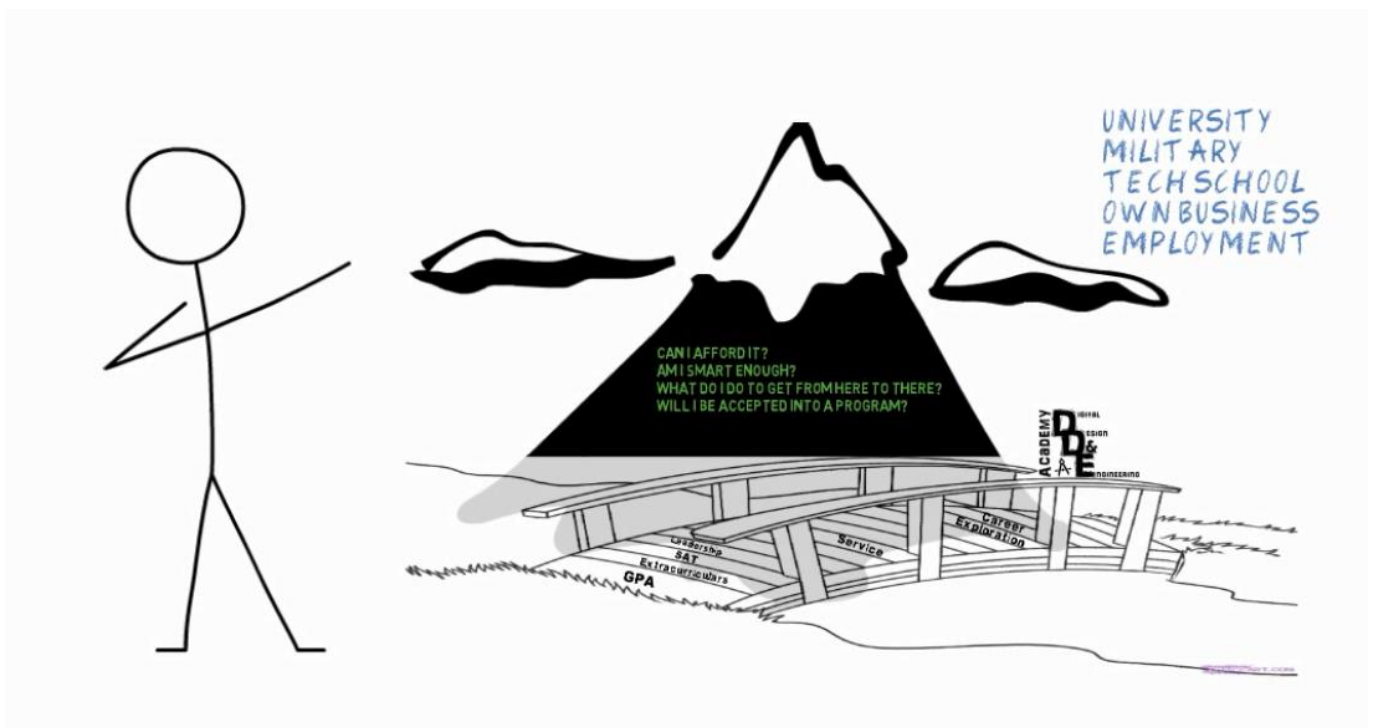
The Vision of the DDE Academy is to provide a comprehensive education program which includes:

- Recognizing academic needs of each student and aid in achieving high academic and behavioral aspirations
- Support from interdisciplinary units to develop well-rounded students
- Teacher collaboration with cross-curriculum based projects
- The integration of technology in all curricular areas to obtain information, communicate, and solve problems
- Building and supporting the students prior knowledge and growth through extended learning
- Academic interventions and support through and beyond the school day
- A structured learning experience with college bound skills as the main goal
- Emphasis on developing high order thinking skills
- Consistent evaluation and assessment of academy procedures
- Workplace learning opportunities such as job shadowing, student internships, and work experience
- Integrated and project-based curriculum, mentor program, classroom speakers, field trips, and exploration of postsecondary career options
- Constant parent and community collaboration and communication
- Strong hands-on industry level competencies

# ACADEMICS



Student academic success is of the highest priority to us at DDE Academy. We take our students' education seriously and commit to make every effort to include you in your child's academic success whenever possible. Please do not ever hesitate to contact your child's teacher if you ever have a question or concern about your child's academic progress.



Video version- [www.tinyurl.com/ddeintro](http://www.tinyurl.com/ddeintro)

## ACADEMIC PLANS

The screenshot shows a web page for 'DDE Academy Portfolio'. The header is orange with the title 'DDE Academy Portfolio' in a stylized font. To the right is a logo for 'ACADEMY DIGITAL DESIGN & ENGINEERING'. Below the header is a navigation bar with orange buttons for 'About Me', 'Personal Inventory', 'Calendar', 'Grade Check ✓', 'College Aspirations', 'Career Aspirations', 'Community Service', and 'My Portfolio'. The main content area is white and contains a section titled 'About Me' with the text 'Insert your picture and your goals here.' and a 'Comments' section with the text 'You do not have permission to add comments.' To the right of the main content is a yellow sidebar with a box that says 'INSERT PHOTO HERE' and a 'Navigation' menu with links for 'Portfolio Set up', 'Grade Check', 'Important Links', and 'Probation'.

Each student makes an electronic academic plan with their homeroom/health teacher. This helps us to understand their goals and encourage them to keep options open for the future. It goes along with our goal of giving them hard choices their senior year... or in other words, keeping so many doors open that the students most difficult decision is which of the many great options available to them they want to choose!

## MODEL ACADEMY PATHWAY

<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>
Introduction to Engineering*	Digital Electronics*	Principles of Engineering*	Aerospace Engineering*
Academy English 9*	Academy English 10*	Academy English 11*	ERWC*
Healthful Living*	Academy World History*	Academy U.S. History*	Academy Civics/Economics*
Biology*	Chemistry*	Physics*	AP Computer Science or VPA
Algebra 1/ Algebra 2/ Geometry*	Geometry/ Algebra 2/ Geo-Trig*	Algebra 2/ Trig/ Pre-Calculus/ AP Statistics*	Calculus AP/ Statistics AP
Foreign Language or P. E. 1	Foreign Language or P.E. 2	Foreign Language	VPA or Foreign Language or AP science
Supplemental PE optional	Summer PE 2 optional		Internship*

\*indicates required course to be in the academy as it is part of the Cal State, UC system of requirements. The only exception to taking one of the courses in these boxes would be if taking an equivalent AP instead or special education exemption.

## SUMMER SCHOOL

For the summer between 8<sup>th</sup>/9<sup>th</sup> grade, there are not any summer school offerings UNLESS students are dual enrolled in DDE & AVID, only then are they able to take Health over the summer.

Students may take a DDE only offered PE class “online/blended” during their 9<sup>th</sup> grade year in order to fit a foreign language.

For the summer between 9<sup>th</sup>/10<sup>th</sup> grade students may take PE, but only if they passed the physical fitness test at the end of 9<sup>th</sup> grade and are able to get a waiver for 10<sup>th</sup> grade.

## **CROSS CURRICULAR APPROACH TO LEARNING & PROJECT BASED LEARNING**

Students are cohorted together in the way that they are is because there is a strong emphasis on projects that span across multiple classes so students can see the connections between subjects. We strive to answer for the students, “Why do I have to learn this” and give them opportunities to apply their learning. That means they might be doing engineering in their English class or technical writing in their engineering class. When students learn without realizing it, then we feel we are doing our job.

## **STUDENT ACADEMIC SUPPORT STRATEGIES**

We assign a mentor teacher to every student. They closely watch those students for grades, behavior, disposition, and general well-being. They are able to check in with students daily. We encourage students by providing activities, social events, field trips, and student-of-the-month recognition. We offer support in the form of software, online writing supplements, before/after school tutoring, Saturday school, summer school, mentors, peer support networks, a common academy website with calendar, remind.com, linked learning opportunities, and engaging classes.

## **TECHNOLOGY TO SUPPORT LEARNING**

Being part of a California Partnership Academy means that there is additional funding available to teachers to make their classes stand out. Often this manifests itself in the form of technology. Each student will be assigned a chromebook for the school year. Classes will likely have better technology in them, and better training to utilize that technology. This not only includes things like smart boards and computers, but also 3D printers, robotics, and other engineering related technology.

## **COUNSELOR INVOLVEMENT & STUDENT SCHEDULING**

We have a counselor assigned to the academy who in collaboration with the academy coordinator does all academy students scheduling. We have found that we have much more effective and consistent results having the same counselor do scheduling for all academy students. This counselor, Dan Royster, attends our academy team meetings, summer retreat, college field trips, and other activities. Working closely with the academy coordinator, he comes in during the summer to make sure all schedules have the appropriate number of academy core and CTE courses, as well as that students are on track for everything they need not just for graduation but also for college applications. He does special after school meetings to help with SAT preparation, filling out college applications, scholarships, and helping students with personal statements. He is an amazing resource... Use him!

# ACTIVITIES

Academics are great and engaging classes are important to a student's educational experience, but having supplemental activities goes a long way toward developing a well rounded student and keeping them motivated to learn. To this end, we offer a number of enhancements that are available for students.

## FIELD TRIPS

DDE Academy is committed to educating the whole student and will work to provide opportunities for each student to be able to attend one or more field trips throughout the year. Field trips are arranged by grade level teachers and therefore will vary, as will the requirements to attend each trip. We want students to go on the trips, but academics come first, and meeting the qualification requirements is a must. While on field trips, students are representing themselves and the school and they are expected to show exemplary behavior at all times while in the academy.

Examples of past trips are as follows:

- College campuses
- Society of Experimental Test Pilots
- Powerplants
- Borax Mines
- Disneyland/Magic Mountain/Universal Studios
- Catalina Island Marine Institute
- Indoor Skydiving
- Trampoline Park
- Science Center Museum
- World MakerFaire Bay Area

## COMPETITIONS

Nothing gets the kids motivated like having the opportunity to show their stuff against other students. It also gives a real audience to their projects and requires that they are ready by a hard deadline. To this end, we have participated in the following, and although the list may vary from year to year, plan to continue in similar pursuits:

- SkillsUSA Engineering competitions
- UAV Challenge (both local & international)
- Northrop Grumman Innovation Challenge
- CyberPatriot
- Mini Urban Challenge
- Solar Oven Competition
- MakerFaire

## INTERNSHIPS

Transitioning from the classroom to projects to competitions to the real world is a progression that we think is very important for students. To help with this we offer seniors the chance to intern at some of the best places in the AV! Northrop Grumman, Lockheed Martin, Air Force Research Labs, City of Palmdale, and City of Lancaster have all been fantastic partners in giving students real world experience that is second to none!

# STUDENT CONDUCT



After our student's academic success, we at DDE Academy are concerned with assisting our students to develop into productive citizens. For this to occur we believe it is our job to help them to learn how to behave properly in the formal school setting. As a result, we have developed the following policies to assist our students' social development. As is the case with everything we do, if any question or concern ever arises in this area, please contact your teacher or academy coordinator.

## **BEHAVIOR ATTENDANCE GRADES (BAG It)**

**Behavior** We expect students to behave at all times in a way that represents us and the school well. In the event that they don't, we will intercede with a form of discipline that is requisite with the offense. We want to keep all of our students, but also understand that real consequences are important to help them learn. We strive to balance the two to help students progress.

**Attendance** Students need to attend every class that appears on their schedule, including homeroom, zero period, and online classes. Period.

**Grades** We encourage students to keep grades up that will leave them with many post-secondary options.



## Color Codes for Probation

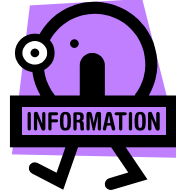
### General Notes about Probation

- A student can be placed on Probation for both Academic and Behavior Reasons
- Probation starts over each school year
- Colors: Green, Yellow, Orange, Red

GREEN	
Description	The student is not on probation. They rock! They are HAWKSOME!
YELLOW	
Description	<p>The student has committed a minor offense.</p> <ul style="list-style-type: none"> <li>• Behavior <ul style="list-style-type: none"> <li>○ disrespect, disruptions, getting lost</li> <li>○ N in citizenship</li> </ul> </li> <li>• Attendance <ul style="list-style-type: none"> <li>○ more than 5 tardies or unexcused absences in any period (including HR, zero period, online, 7th)- per quarter</li> </ul> </li> <li>• Grades <ul style="list-style-type: none"> <li>○ GPA below 2.5</li> </ul> </li> </ul>
	<p>Parent contact. Other interventions and consequences are determined by HR/mentor teacher. Possible interventions include:</p> <ul style="list-style-type: none"> <li>• Assigned Peer Mentor</li> <li>• Counsel with academy mentor</li> <li>• Before/After school/lunch or tutoring as appropriate</li> <li>• Saturday school tutoring sessions</li> <li>• Miss next field trip at assigning teacher's discretion</li> </ul>
Duration	Determined by HR/mentor teacher
ORANGE	
Description	<p>Breaking School Rules OR YELLOW plus additional concerns (such as failure to follow through with provided intervention and support)</p> <ul style="list-style-type: none"> <li>• Behavior <ul style="list-style-type: none"> <li>○ Examples: fighting, immorality, theft, cheating, selling on campus</li> <li>○ U in citizenship</li> </ul> </li> <li>• Attendance <ul style="list-style-type: none"> <li>○ more than 10 tardies or unexcused absences in any period (including HR, zero period, online, 7th)- per quarter</li> </ul> </li> <li>• Grades <ul style="list-style-type: none"> <li>○ GPA below 2.0</li> </ul> </li> </ul>
	<p>YELLOW interventions and consequences (listed above) AND</p> <ul style="list-style-type: none"> <li>• No academy field trips or extra academy activities (BBQ, socials, movie nights, etc.)</li> </ul>
Duration	<p>Behavior related Offenses- Semester Academic Offenses- Until Remediated</p>
RED	
Description	<p>Criminal Activity or ORANGE plus additional Concerns</p> <ul style="list-style-type: none"> <li>• Behavior <ul style="list-style-type: none"> <li>○ Examples: drugs, weapons, alcohol</li> </ul> </li> <li>• Attendance <ul style="list-style-type: none"> <li>○ Failure to improve while on ORANGE</li> </ul> </li> <li>• Grades <ul style="list-style-type: none"> <li>○ Failure to improve while on ORANGE</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• No academy field trips or activities for the school year.</li> <li>• Students must defend themselves to academy teachers if want to stay in academy. The consequence and intervention plan will be determined by the panel.</li> <li>• Students on RED at the end of the school year will be removed from the academy at the end of the school year.</li> </ul>
Duration	Entire School Year

# GENERAL INFORMATION



## COMMUNICATION

We do have a website at [www.ddeacademy.com](http://www.ddeacademy.com), Facebook page, emails, Instagram, Twitter, and maintain a remind.com system for putting out general announcements. Codes to join are distributed at the beginning of each school year. (text to 81010 the message @ddeacademy)

## PARENT & COMMUNITY VOLUNTEERS

We need your help! If parents have any “extra” time to assist the school in any way, please contact us. The district does have a clearance policy for all parent volunteers in order to ensure the highest level of safety of the students. Please call the office for more info.

## STOLES

To recognize and celebrate the work students have done in the academy they are able to receive graduation stoles. In order to be eligible to wear them at graduation, they must earn 3 or more of the following Stars for the stole:

1. Attendance- 10 or less unexcused absences for all 4 years
2. Engagement Star- Participation in exhibitions, field trips, etc.
3. GPA- 3.5 or better
4. Internship or Paid work experience – completed or not
5. Community Service- 10 or more hours per year

Stoles can only be received at senior award banquet!