



# **Duncan Polytechnical High School**

## **Senior Expectations Handbook 2025**

**Fresno Unified School District**

**Duncan Polytechnical High School**

**4330 East Garland Ave.**

**Fresno, CA. 93726**

# **Duncan Polytechnical High School Senior Expectations Handbook**

This handbook has been designed to provide information regarding the activities and procedures to be followed at the close of the 2024-2025 school year. Our Duncan staff proudly anticipates these senior activities that highlight our students' experiences as part of the Duncan family.

The students and staff have been devoted to planning and organizing these events and compiling this very important information for students and parents. These Duncan-sponsored activities are created to honor the ceremonial traditions of graduation for our 21st Century students. We strongly encourage the participation of our students and parents during these memorable events.

If you have any questions regarding any of these activities or procedures, please call Mr. Lopez at 559-248-7080.



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Class of



2025

**Principal:** Eric Martinez

**Vice Principal:** Monica Madrigal-Alex **Vice Principal:** Hector Lopez

**Head Counselor:** Thomas Yang

**MASH Counselors:** Rosalinda Garcia & Michele Jimenez Lundy

**IDATA Counselors:** Neng Yang & Karen Gallardo

**MASH Pathway Coordinator:** Karen Burrington

**IDATA Pathway Coordinator:** Cara Jurado

## NOTIFICATION OF NON-GRADUATION STATUS

Non-grad students and their parents will be notified prior to  
Senior Checkout on Thursday June 5th

## **DUNCAN DRESS CODE REQUIRED AT ALL SENIOR ACTIVITIES**

### **SENIOR ACTIVITIES**

#### DUNCAN JUNIOR/SENIOR PROM

Saturday May 3, 2025

Wolf Lakes, Clovis

#### SENIOR MEMORY NIGHT/SENIOR SUNSET/SENIOR DRIVE THRU

MONDAY, June 9th

6:00 PM - 8:00 PM

Duncan Basketball Courts/East Field

#### SENIOR CHECKOUT & SENIOR SURVEY

Thursday, June 5th

#### GRAD NIGHT @ DISNEYLAND

June 6th-7th

Leave Duncan @ 5:00 AM Return Saturday, June 7 @ 6:30 AM

#### SENIOR GRADUATION LINEUP/ PRACTICE

Tuesday June 10, 2024 @ 8:00 A.M.

East Field

#### GRADUATION REHEARSAL @ McLane Stadium

Wednesday June 11, 2025 at 8:00 A.M. (Time subject to change)

McLane Stadium

#### GRADUATION CEREMONY

Wednesday June 11, 2025 at 7:30 P.M. (Time subject to change)

McLane Stadium

## **ALL GRADUATES ARRIVE AT 6:30 PM**

## **FORMAL DRESS CODE REQUIRED**

#### SOBER GRADUATION @ John's Incredible Pizza

Wednesday June 11, 2025 from 11:00pm to 3:00am

## **GRADUATION ATTIRE**

1. Men- Dress shirt or professional wear, slacks, tie, dress shoes.
  - **NOTE: NO ATHLETIC SHOES, TENNIS SHOES, SANDAL FOOTWEAR. NO JEANS OR SHORTS ARE TO BE WORN UNDER GOWNS.**
2. Women- Dress, dress skirt with blouse, or professional wear and dress shoes.
  - **NOTE: NO ATHLETIC SHOES, TENNIS SHOES, SANDAL FOOTWEAR. NO JEANS OR SHORTS ARE TO BE WORN UNDER GOWNS.**
3. Caps are to be worn flat on the head with one point aimed straight ahead.
4. The only permissible additions to the caps and gowns can be found on the approved regalia list. Some examples are the following:
  - a. CSF Honor Cords
  - b. Valedictorian stole and medallion
  - c. Certification Cords (CNA, NTEF, etc.)
  - d. Seal of Bi-literacy Medal & Reclassification Medal
5. No items pinned to the gown will be allowed.
6. No flower sprays, bouquets, money leis, or corsages are to be carried or worn during graduation ceremony.
7. All students will be checked prior to the ceremony.
8. A student may wear religious or ceremonial adornments at school graduation ceremonies provided that it is worn under the school's graduation stole and/or cap., with administrative approval and verification prior to senior check-out on May 30th, 2024

***NOTE: STUDENTS IN VIOLATION OF THE DRESS CODE WILL NOT PARTICIPATE IN THE CEREMONY.***

## **SENIOR EXPECTATIONS**

Graduation is one of the most memorable events in your lives. Historically and by years of tradition, it is intended to be a formal ceremony. During this time, the formality of this event should never be violated. Your behavior and those of your guests are a reflection of you, your family, and your school. Therefore, all graduates are expected to behave in a manner consistent with this formality. Remember: GRADUATION PARTICIPATION IS A PRIVILEGE, NOT A RIGHT! Any behavior that draws undue attention is not acceptable. Violators will be immediately removed from the ceremony.

## **AUDIENCE DECORUM**

It is expected that friends and family of Duncan graduates maintain the same dignity and respect as those they are honoring. Guests need to refrain from bringing noisemakers or exhibiting distractive behavior that undermines the decorum of the ceremony. Every family deserves to hear their son's or daughter's name announced as they receive his/her diploma and enjoy the ceremony.

**NO BALLOONS, BALLOON BOUQUETS, AND NO SIGNS OF ANY KIND ARE ALLOWED.**

## **SENIOR GUIDELINES**

### **Financial Obligations**

**\*\*\*ALL SENIOR BILLS MUST BE PAID IN FULL IN ORDER TO PARTICIPATE IN ANY SENIOR ACTIVITY by May 23, 2025\*\*\***  
**(Note: We want the items returned more than the money)**

**Bills must be paid in cash or money order.**

**No checks will be accepted.**

# ADMINISTRATION

<b>PRINCIPAL</b>	
Eric Martinez	rene.martinez@fresnounified.org
<b>VICE PRINCIPALS</b>	
Monica Madrigal 9th—12th, MASH Academy	559-248-7080 monica.madrigal@fresnounified.org
Hector Lopez 9th—12th, IDATA Academy	559-248-7080 hector.lopezjr@fresnounified.org
<b>COUNSELORS</b>	
Thomas Yang Head Counselor	559-248-7095 thomas.yang@fresnounified.org
Neng Yang IDATA Academy M—Z	559-248-7513 neng.yang2@fresnounified.org
Karen Gallardo IDATA Academy A—L	559-248-2251 karen.gallardo@fresnounified.org
Rosalinda Garcia A—L, MASH Academy	559-248-7512 rosalinda.garcia@fresnounified.org
Michele Jimenez Lundy M—Z MASH Academy	559-248-2250 michele.lundy@fresnounified.org
<b>FRONT OFFICE</b>	
Chris Orosco Office Manager	559-248-7081 chris.orosco@fresnounified.org
Penh Vang Attendance Secretary	559-248-7092 penh.vang@fresnounified.org
Maribel Zapien Registrar	559-248-7090 sonia.espinoza@fresnounified.org
Corina Aguirre Finance Secretary	559-248-7091 corina.aguirre@fresnounified.org
Gloria Gomez School Office Assistant	559-248-7089 gloria.gomez@fresnounified.org

# SUPPORT SERVICES

<b>TUTORING</b>	
Library: Monday through Thursday 4:00 pm — 5:00 pm	
TUTOR.COM virtual access 24/7 through your Clever app.	
<b>CAREER RESOURCE SPECIALIST</b>	
Robert Mendoza III  Room 4	559-248-2294  Robert.mendozaiii@fresnounified.org
<b>SOCIAL WORKER</b>	
Alexis Mendoza Arizaga  Room 15	559-248-7514  Alexis.mendozaarizaga@fresnounified.org
<b>SCHOOL PSYCHOLOGIST</b>	
Elizabeth Nixon  Room 15	559-248-2231  Elizabeth.nixon@fresnounified.org
<b>PATHWAY COORDINATOR</b>	
Karen Burrington (MASH)  Office: MASH Building	559-248-7518  karen.burrington@fresnounified.org
Cara Jurado (IDATA)  Office: IDATA North Building	559-248-7087  cara.jurado@fresnounified.org
<b>COMMUNITY/SCHOOL LIAISON (PARENT CENTER)</b>	
Merry Jane Lopez: General/Spanish  Front office: 10:00 am — 4:30 pm	559-248-7517  merry.lopez@fresnounified.org
TBD: General/Spanish  Front office:	559-248-7098
<b>FRESNO POLICE DEPARTMENT SCHOOL RESOURCE OFFICER</b>	
Cynthia Jacobo  Front Office	559-248-7080  Cynthia.jacobo@fresno.gov

# GRADUATION & A-G REQUIREMENTS

## GRADUATION

A total of 230 units of credit must be earned in specific subject areas for high school graduation. The following table illustrates the minimum graduation requirements of the Fresno Unified School District. Five (5) units are granted for successfully completing each semester of each course in which the student receives a "D" or better.

GRADE 9	
<u>COURSE</u>	<u>UNITS</u>
Physical Education	10
English	10
Mathematics	10
Science	10
Elective	10
Elective	10
<b>TOTAL CREDITS</b>	<b>60</b>

GRADE 10	
<u>COURSE</u>	<u>UNITS</u>
Physical Education	10
English	10
Mathematics	10
Science	10
Modern World History	10
Elective**	10
<b>TOTAL CREDITS</b>	<b>60</b>

GRADE 11	
<u>COURSE</u>	<u>UNITS</u>
English	10
Mathematics	10
Science	10
U. S. History	10
Elective	10
Elective	10
<b>TOTAL CREDITS</b>	<b>60</b>

GRADE 12	
<u>COURSE</u>	<u>UNITS</u>
English	10
Am. Government	5
Economics	5
Elective	10
Elective	10
Elective	10
<b>TOTAL CREDITS</b>	<b>50</b>

## A-G: CSU/UC REQUIREMENTS

Admissions to the universities as a freshman takes into account the specific courses you completed in high school, your grades in those classes, your test scores on the ACT or SAT, and graduating from high school.

A-G	SUBJECT TO TAKE IN HIGH SCHOOL	YEAR(S) REQUIRED
A	HISTORY/SOCIAL SCIENCE  Modern World History, US History, Am. Gov/Econ	3
B	ENGLISH  English I, II, III, Expository Reading Writing	4
C	MATHEMATICS  Algebra I, Geometry, Algebra II	3 req.  4 rec.
D	LABORATORY SCIENCE  Biology, Chemistry, Physics	2 req.  3 rec.
E	LANGUAGE OTHER THAN ENGLISH (Spanish/Hmong)  Same Language	2 req.  3 rec.
F	VISUAL AND PERFORMING ARTS	1
G	COLLEGE PREPARATORY ELECTIVE	1

**GRADUATION CEREMONY**  
**Wednesday, June 11, 2025 at 7:30 PM (subject to change)**

**McLane Stadium**

Graduation is one of lifetime's most important events for Duncan graduates. Most importantly, this is a time that Fresno Unified School District honors this accomplishment.

At no time should the formality of the graduation be violated or compromised. Your behavior is a direct reflection on you, your family, and your school. Therefore, all graduates are expected to behave in a manner that respects this formality.

**DUNCAN IS UNDER NO OBLIGATION TO ALLOW ANYONE WHO VIOLATES THE RULES AND PROCEDURES IN THIS HANDBOOK, OR ANY OTHER SCHOOL OR DISTRICT POLICY, TO PARTICIPATE IN THE GRADUATION CEREMONY OR ANY OTHER SENIOR ACTIVITIES**

1. Graduation practices are a part of a school day. Therefore, the school dress code will be enforced at this time
2. *Graduation practices are for students and staff only. Visitors are not permitted.*
3. Rehearsal participation is mandatory for participation in the graduation ceremony.

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(PLEASE DETACH HERE)

I HAVE READ AND REVIEWED THE SENIOR EXPECTATIONS HANDBOOK WITH MY PARENTS/GUARDIANS AND  
UNDERSTAND THE PROCEDURES AND EXPECTATIONS.

Student: \_\_\_\_\_  
(PRINT NAME)

ID#: \_\_\_\_\_

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

Legal Parent/Guardians Name: \_\_\_\_\_  
(PLEASE PRINT)

Legal Parent/Guardians Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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SUBMIT THE FORM ELECTRONICALLY**