



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.



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

| PRINCIPAL | |
|---|--|
| Eric Martinez | rene.martinez@fresnounified.org |
| VICE PRINCIPALS | |
| 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 |
| COUNSELORS | |
| 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 |
| FRONT OFFICE | |
| 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

| TUTORING | |
|---|---|
| Library: Monday through Thursday 4:00 pm — 5:00 pm | |
| TUTOR.COM virtual access 24/7 through your Clever app. | |
| CAREER RESOURCE SPECIALIST | |
| Robert Mendoza III Room 4 | 559-248-2294 Robert.mendozaiii@fresnounified.org |
| SOCIAL WORKER | |
| Alexis Mendoza Arizaga Room 15 | 559-248-7514 Alexis.mendozaarizaga@fresnounified.org |
| SCHOOL PSYCHOLOGIST | |
| Elizabeth Nixon Room 15 | 559-248-2231 Elizabeth.nixon@fresnounified.org |
| PATHWAY COORDINATOR | |
| 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 |
| COMMUNITY/SCHOOL LIAISON (PARENT CENTER) | |
| 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 |
| FRESNO POLICE DEPARTMENT SCHOOL RESOURCE OFFICER | |
| 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 | |
|----------------------|-----------|
| COURSE | UNITS |
| Physical Education | 10 |
| English | 10 |
| Mathematics | 10 |
| Science | 10 |
| Elective | 10 |
| Elective | 10 |
| TOTAL CREDITS | 60 |

| GRADE 10 | |
|----------------------|-----------|
| COURSE | UNITS |
| Physical Education | 10 |
| English | 10 |
| Mathematics | 10 |
| Science | 10 |
| Modern World History | 10 |
| Elective** | 10 |
| TOTAL CREDITS | 60 |

| GRADE 11 | |
|----------------------|-----------|
| COURSE | UNITS |
| English | 10 |
| Mathematics | 10 |
| Science | 10 |
| U. S. History | 10 |
| Elective | 10 |
| Elective | 10 |
| TOTAL CREDITS | 60 |

| GRADE 12 | |
|----------------------|-----------|
| COURSE | UNITS |
| English | 10 |
| Am. Government | 5 |
| Economics | 5 |
| Elective | 10 |
| Elective | 10 |
| Elective | 10 |
| TOTAL CREDITS | 50 |

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.

(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: _____



**YOU MAY SUBMIT THIS FORM VIA THE QR CODE FOUND
HERE. SCAN WITH YOUR CELL PHONE TO
SUBMIT THE FORM ELECTRONICALLY**