

Name _____



Duncan Polytechnical High School

4330 E. Garland Ave.
Fresno, CA 93726
(559) 248-7080

STUDENT HANDBOOK 2015-2016

Principal

Jeremy Ward

Head Counselor

Thomas Yang

Vice Principals

Monica Madrigal-Alex (A-M)

Ricky Vang (N-Z)

Counselor

Neng Yang

9th-11th

Campus Culture Director

Curtis Bruno

Counselor

Kelly King

10th & 12th

Pathway Coordinator

Katie Navarrette

Duncan Polytechnical High School is committed to equal opportunity for all individuals in education. School programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration. The school shall promote programs which ensure that discriminatory practices are eliminated in all activities.

School Calendar

August 17 First Day of School
 September 7 Labor Day
 November 11 Veterans' Day
 November 23-27 Thanksgiving Vacation
 December 21 – January 8 Winter Vacation
 January 18 M.L. King, Jr. Day
 February 8 Lincoln Day
 February 15 Presidents' Day
 March 21 – 28 Spring Vacation
 May 30 Memorial Day
 June 9 Last Day of School

Time Schedules

Regular Schedule

(M,W,Th, F)

Period 0	7:00-7:55
Period 1	8:00-8:55
Period 2	9:00-10:00
Period 3	10:05-11:00
Period 4	11:05-12:00
Lunch	12:00-12:45
Period 5	12:50-1:45
Period 6	1:50-2:45
Period 7	2:50-3:45

Homeroom

(Tuesday)

Period 0	7:00-7:55
Period 1	8:00-8:40
Homeroom	8:45-9:20
Period 2	9:25-10:05
Period 3	10:10-10:50
Period 4	10:55-11:30
Lunch	11:35-12:20
Period 5	12:25-1:05
Period 6	1:10-1:50
Period 7	1:55-2:25

EDUCATIONAL PHILOSOPHY

We believe in the merit of work, in the personal fulfillment of a well done job, and in the necessity of a well trained and confident labor force.

We believe feelings of pride, honor, and dignity associated with work and job skills contribute to our progress as a people and a nation.

We believe a marketable skill and a desire for lifelong learning should be the right and responsibility of each and every student.

VISION

The Duncan Polytechnical High School staff will model ethical behavior and develop, through interdisciplinary teaching, measurable academic and technical competencies for all students.

MISSION

The Duncan Polytechnical High School staff is committed to developing successful lifelong learners with positive attitudes. All graduates will be critical thinkers equipped with the academic, social, and technical skills necessary to be productive citizens.

Expected Schoolwide Learning Results

Upon graduation, Duncan students will be:

1. effective communicators who:

- write academic and work-related documents in styles appropriate for the purpose and audience.
- orally communicate with others for academic and work-related purposes.
- follow written and oral instructions.
- use technology to facilitate communication.

2. Critical thinkers who:

- demonstrate and apply academic and work-related thinking skills.
- use proper tools and technology to research and analysis.
- provide justification for proposed solutions to various problems.
- use appropriate strategies to comprehend difficult text.

3. collaborative workers who:

- demonstrate workplace character and competencies.
- work responsibly and effectively within diverse groups.
- engage in community activities that facilitate leadership and teamwork.

4. Self-directed, life-long learners who:

- plan and engage in ongoing self-assessment of academic, career, and life goals.
- practice organizational skills.

GRADUATION REQUIREMENTS

Pathway Classes	4 years
English.....	4 years
Science	3 years
Math	3 years
Social Science	3 years
PE or Aerospace Science.....	2 years
A Fine Arts Course.....	1 year
Electives	4 years

Students must earn 230 credits.

GRADE REPORTS

Students will receive a grade report at the end of each quarter and each semester. The semester grades are recorded on the permanent record, which is the basis for graduation credits and the cumulative grade point average. Grade reports include both an academic grade and a citizenship grade for each class. Reporting periods are October 9, December 18, March 18, and June 9. In addition, students will be issued mid-quarter grade reports at the beginning of the sixth week of each quarter. Parents and students may access grades and attendance on ATLAS through the web or EduText.

GRADING SYSTEM

The evaluation of student achievement is one of the most important functions of the teacher. The accepted marking system is as follows:

A - Excellent	D - Poor
B - Good	F - Failure
C - Average	I - Incomplete

An incomplete is given only in cases where the student has not been able to complete required assignments as a result of illness, emergency, or by prearrangement. An incomplete on the report card becomes an F at the six weeks from the date it is issued. Make-up work is the responsibility of the student.

DUNCAN POLYTECHNICAL HIGH SCHOOL LIBRARY-RESOURCES

Destiny Catalog link (24/7 access): <http://destiny.fresnounified.org> ...OR... [go/destiny](#)

Electronic Resources:

<i>GALE databases & ebooks</i>	<i>UN=fresnoused</i>	<i>PW=fresnoused</i>
<i>ScholasticGO (Grolier)</i>	<i>UN=fresnohs</i>	<i>PW=fresnoused</i>
<i>ABC-CLIO</i>	<i>UN=fresnoused</i>	<i>PW=fresnoused</i>
<i>National Geographic</i>	<i>UN=fresnoused</i>	<i>PW=fresnoused</i>
<i>Teen Health & Wellness</i>	<i>UN=Duncan</i>	<i>PW=stallion</i>

ENTRANCE REQUIREMENTS FOR COLLEGES AND UNIVERSITIES
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CALIFORNIA STATE COLLEGES AND UNIVERSITIES

Admission requirements for all 23 campuses.

1. High school graduation
2. Have completed with grades of a C or better in each of the college preparatory subject requirements.

3. Required courses:	<u>Years</u>
English	4
Mathematics (College Prep)	3
Foreign Language	2 (same language)
Laboratory Science	2
U.S. History and Government/Economics	2
Visual & Performing Arts	1
Approved Electives	1

4. Admission is based upon a combination of entrance test scores and grades. Full details are available from your counselor.

*** See high school counselor for exceptions to admission requirements.**

ENTRANCE REQUIREMENTS FOR COLLEGES AND UNIVERSITIES
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UNIVERSITY OF CALIFORNIA (10 CAMPUSES)

1. High school graduation

2. Required courses:	<u>Years</u>
a. U.S. History/Am. Government/World History	2
b. College Prep English	4
c. Math (Algebra, Geometry, and Algebra II)	3 (4 recommended)
d. Laboratory Science	2 (3-4 recommended)
e. Foreign Language (must be in one language)	2 (3 recommended)
f. Visual/Performing Arts	1
g. Electives	1

Choose from the following areas: visual/performing arts, history, social science, English, advanced math, lab science, foreign language (a 3rd year in same language or 2 years of another language).

3. All courses approved by U.C. as Advanced Placement will receive an augmented grade.
4. Admission is based upon a combination of entrance test scores and grades. Full details are available from your counselor.

Student Homework Expectations

Goal: That all Duncan students will become advocates for their own learning.

Duncan students should expect the following average number of minutes per night.

- ❖ 90 minutes of homework in the 9th grade
- ❖ 100 minutes of homework in the 10th grade
- ❖ 110 minutes of homework in the 11th grade
- ❖ 120 minutes of homework in the 12th grade

Duncan students are expected to:

- ❖ Turn all homework in on time
- ❖ Keep an organized area in a binder for each class
- ❖ Write assignments in the school-purchased agendas
- ❖ Devise a plan for the time and the place for completing homework
- ❖ Ask for any missed work from an absence at an appropriate time
- ❖ Complete their own work (copying is not acceptable)

Failure to meet these expectations will result in teacher follow-up and/or further training.

HONORS AND AWARDS

VALEDICTORIAN

Seniors who earn a 4.0 (by the end or 3rd quarter) or higher overall GPA in high school.

SALUTATORIAN

Seniors who earn the highest GPA below a 4.0

EXCELLENCE MEDAL

Teachers select the most outstanding student in each academic and vocational area.

PRINCIPAL'S AWARD

Awarded by teachers to students who exhibit outstanding academic traits, school support, or improvement in a particular subject area.

TEACHER'S AWARD

A discretionary award by teachers for students who surpass their own capabilities.

ACADEMIC LETTERS AND LAMPS

Awarded on a semester basis to students with a 3.5 or higher GPA that semester.

CLUBS

Various clubs and activities are offered at Duncan. Interested students should check with their advisory period teacher, or the campus culture director.

Aerospace/AFJROTC

ASB (Associated Student Body)

Hmong Student Leadership (HSL)

Book Club

Duncan Dynamics

Creative Writing Club

CSF (California Scholarship Federation)

Duncan Dance Club/Stallion Stampede

Environmental

FBLA (Future Business Leaders of America)

FFA (Future Farmers of America)

HOSA (Health Occupations Students of America)

HRC (Human Relations Council)

Exlibri

Chess and Checkers

Interact

Leadership/ASB

Link Crew

Skills USA

GSSA (Gay Straight Student Alliance)

Teachers of Tomorrow

Yearbook and Others

PUPIL RIGHTS

ELECTRONIC DEVICES

Use of electronic devices (including, but not limited to, cellular phones, radios, MP3 players, iPods, ear phones and electronic gaming devices) are prohibited from being used during instructional time unless directed/granted by teacher in the classroom for instructional purposes. Electronic devices may be used during non-class time. Students must be able to hear and follow instructions given to them by staff at all times for safety reason on campus. The administration reserves the right to return confiscated items to parents only.

SKATEBOARDS, SKATES, AND ROLLER BLADES

Skateboards, and roller blades are unsafe when used on campus because of the lack of an appropriate area for the use of such equipment. If skateboards are brought to school, they must be kept in a classroom until the end of the students' scheduled school day.

SEARCH AND SEIZURE

Students have a right to a safe, drug free, and weapon free campus. Therefore, searches shall be conducted whenever there is reasonable suspicion involving controlled substances, drug paraphernalia, weapons, or other objects or material which are prohibited or which constitute a threat to the health, safety, or welfare of the occupants of the school campus or buildings. (Ed Code 48921, 44806, and 44014)

NON-STUDENTS ON CAMPUS (VISITORS)

Students are entitled to an uninterrupted educational experience; therefore, non-students are not permitted on the Duncan Polytechnical High School campus. Students are not to bring younger children, friends, or relatives to school. If a student is bringing a guest who is not a Duncan student to a school dance, the guest must be registered with the campus culture director no later than the time designated by that person. Parents are always welcome, but they must report to the office when they arrive.

MOTOR VEHICLES ON CAMPUS

Students are to park in the northeast parking lot. A parking pass is required and may be obtained in the office. Students who abuse the privilege of parking on the campus by driving recklessly or with too much speed will face a series of consequences beginning with a warning and ending with their permit being revoked. The entrance is on Garland Avenue and the exit is on Barton Avenue. No student cars are permitted beyond the red bar gate. The student parking lot is off limits for all students during school hours. Students may not park in the staff lot.

CHEATING

Whether on tests or written work, first offense will result in failure of the assignment. Any repetition of cheating will result in an immediate referral to the student's Vice Principal for discipline/suspension. Working together on assignments may be acceptable (with teacher permission) as long as the work turned in is the student's own and bears no resemblance to another student's paper. Students who give their work to other students, or who give answers to others during tests or quizzes, are also considered to be cheating.

STUDENT RELATIONS

Good judgment should be used by students in personal relationships with other students. Holding hands is permitted; however, hugging, kissing, and lap sitting are not permitted. Parent contact will be made for those students who fail to cooperate.

TOBACCO

Students are not permitted to possess, smoke, or chew tobacco on or near the school campus, on the school or city buses, or at any school activity. Violators are subject to suspension from school.

SCHOOL PROPERTY

Each student has good reason for being proud of Duncan Polytechnical High School. Show your pride and school spirit by showing care and respect for all school property. Any student who cuts, defaces, or otherwise damages in any way any property (real or personal) belonging to the school district may be suspended or expelled; and the parent or guardian shall be liable for damages caused by the student. The parent or guardian shall also be liable for all property belonging to the school district loaned to the student and not returned.

RESTROOM PASSES

Students should attempt to complete personal hygiene needs during passing periods or at lunch. However, if an emergency arises, a teacher may issue the orange hall pass for a student. If such emergencies persist, the student will be referred to the school nurse to be assessed for medical problems.

CLOSED CAMPUS

Duncan Polytechnical High School is a closed campus. Any request to go off campus, except for school or school-related activities, must be cleared with the office. Seniors may leave at lunch if they have proper identification/parent permission. Students who become ill at school must clear through the office before they go home.

STUDENT IDENTIFICATION CARDS

Every high school student must carry his/her valid Duncan student I.D. card at all times while on the school campus and produce it when asked for by staff.

BUS PASSES

Fresno Area Express bus passes are issued to full-time students who live one and a half or more miles from the Duncan campus. A Duncan student body identification card is required for bus pass issuance.

TELECOMMUNICATIONS

Students will receive telecommunications access in order to communicate with other schools, organizations, and students around the world. Parental permission will be required to activate this access.

The Fresno Unified School District strongly believes in the educational value of electronic information services and recognizes their potential to support curriculum and student learning. The district will make every effort to protect students from any abuses or misuses as a result of their experiences with an electronic information service. But this educational opportunity also demands personal responsibility. When students are given access to the Internet, it is extremely important that the rules be followed. Although policies have been established to protect students, parents should be aware that there may be unacceptable materials that students can access. Parents and students should discuss the rules and responsibilities provided before the opening of school, and should sign the appropriate form acknowledging their mutual understanding of and compliance with the guidelines set forth. Accessing inappropriate websites and/or materials on the internet will result in disciplinary action.

SEXUAL HARASSMENT

The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate and offensive. All students have a right to be educated in an environment free from sexual harassment. All school district employees have a right to work in a environment free from sexual harassment.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator.

Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed in accordance with Administrative Regulation 1312.1 - Complaints Concerning School Personnel or Administrative Regulation 1312.31 - Uniform Complaint Procedure. The principal or designee shall determine which procedure is appropriate. The district prohibits retaliatory behavior against any complaints or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concern.

ZERO TOLERANCE POLICY

The Fresno Unified School District Board of Education has established policies and standards of behavior which promote learning and protect the safety and well-being of students. When these policies are violated, it may be necessary to suspend or expel a student. Board Policy 5144.1 aligns with California Education Code in the approach to serious offenses. The following offenses will warrant a mandatory referral for expulsion:

1. Possessing loaded or unloaded firearms
2. Brandishing a knife at another person
3. Unlawfully selling a controlled substance
4. Sexual assault (including attempt) or sexual battery
5. Possessing an explosive

The offenses listed above will not be tolerated in the school buildings, school grounds, and buses, going to or coming from lunch or school or at any school-sponsored activity.

This policy shall apply to students in grades 4-12; therefore, this policy will be in effect in all elementary, middle and high schools. Hereafter, all students who possess and/or commit the actions listed under the Zero Tolerance Policy will be immediately suspended and recommended for expulsion, unless the particular circumstances of the case show that expulsion is inappropriate. No exceptions shall be made in the case of the possession of a loaded or unloaded firearm.

All acts of violence and possession of weapons will be recorded for every pupil on their record.

In every case, students who violate applicable Education and Penal Codes referenced by this policy will be referred to the appropriate law enforcement authorities.

Parent/Guardians will acknowledge the receipt of the Zero Tolerance Letter of Notification by their signature on the Illness and Accident Procedure Card. Please discuss the content of this policy with your school-age student(s). It is important that they understand the intent of the policy, the items/actions covered by the policy and the consequences of violating it.

DISTRICT ATTENDANCE POLICY

Regular attendance is necessary if a student is to have success in school. Since achievement in high school is directly related to attendance, excessive absences will have consequences. (See following page for district policy).

Students falling below the minimum instruction day will be assigned to an alternative program. Students who establish a pattern of excessive absenteeism may be withdrawn from the traditional school program and transferred to an appropriate alternative program.

TO CLEAR AN ABSENCE

The student is responsible for having his/her parent call the school whenever he/she is absent. The office opens at 7:15 a.m. To clear the absence, a parent/guardian must call each morning the student is home, or send a written note signed when the student returns to school. The attendance office phone number is **248-7080**.

EXCUSED ABSENCES

1. Illness.
2. Quarantine.
3. Medical, dental, optometrical, or chiropractic services.
4. Funeral for member of immediate family.
5. Jury duty.
6. Justifiable personal reasons, including but not limited to:
 - a. An appearance in court.
 - b. Observance of a religious holiday or service.
 - c. Attendance at a religious retreat (limited to 4 hours per semester).
 - d. An employment conference when the pupil's absence has been requested in writing by the parent/guardian and approved by the principal or designated representative pursuant to uniform standards established by the governing board.
 - e. When the pupil is the custodial parent of a child who is ill or has a medical appointment during school hours.
 - f. School business.

TRUANCIES

1. If an all day absence is not cleared, the attendance secretary will notify the Vice Principal.
2. Habitual truants will be referred to:
 - a. Prevention and Intervention Office
 - b. School Psychologist
 - c. Continuation School

DUNCAN ATTENDANCE POLICY

EXCUSED ABSENCES

* Absences which remain uncleared for more than five school days following a student's return to class will be permanently classified as unexcused. A parent may clear an absence for the following reasons: illness, medical/dental services, and justifiable personal reasons such as a court appearance, observance of a religious holiday, etc.

* A parent or guardian may clear fifteen absences due to illness for a student. Subsequent clearance for illnesses require verification by a doctor or other valid health care professional.

****PROCEDURES TO BE FOLLOWED AT DUNCAN**

* At the seventh excused absence, the parent will be notified by the student's designated attendance secretary.

* At the twelfth excused absence, the parent will be notified by the student's VP.

* At the fourteenth absence, the parent will be notified by the student's VP and will be informed that any absences beyond the fourteenth must be verified by a physician or the absence will be considered unexcused and will follow the procedure listed below for unexcused absences.

UNEXCUSED ABSENCES

* Board Policy states teachers may assign an "F-attendance" grade to any student who has accumulated a total of seven unexcused absences in class. Unexcused absences due to suspension will not be counted toward the seven unexcused absence maximum. Special circumstances will be accommodated through the appeals process.

****PROCEDURES TO BE FOLLOWED AT DUNCAN:**

*At the fifth unexcused absence in one or more classes, the parent will be notified by the student's VP. A district letter will be mailed, and a parent conference will be arranged.

*At the sixth unexcused absence, the parent will be notified by the VP.

*At the seventh unexcused absence from a class the teacher may assign an F/A grade and refer the student to the appropriate VP. The parent/guardian will be notified of the pending schedule change by the VP. The program change and grade assignment will be effective the sixth day after the notification of the seventh unexcused absence.

SCHOOL MESSENGER

Duncan uses our automated phone system, School Messenger, to inform you when your student is absent in one or more periods of school. School Messenger has been an instrumental tool in communicating with our families and we are excited to provide you with your child's attendance information. If you have any questions please call 248-7080.

TARDY POLICY

(To Be Determined)

STUDENT DRESS AND GROOMING CODE

BASIC PHILOSOPHY

The purpose of the dress code is to maintain a positive learning environment and to protect the health and safety of students and staff. Dress and grooming of students which tend to obstruct or inhibit the instructional program shall be prohibited.

The following dress code applies to both sexes and will be enforced consistently and fairly by all members of the school staff. **This applies at all times.** However, none of the following statements are to be interpreted to limit the District's responsibility and obligation to enforce unique safety and health requirements (e.g., shop and food situations).

Any apparel, hair style, cosmetic or jewelry, even if not specifically mentioned below, which creates a safety concern, draws undue attention to the wearer, or tends to detract from the educational process, or otherwise substantially disrupts the orderly operation of school, shall be prohibited. Apparel should be worn in the manner for which it was intended.

DRESS CODE

1. Every high school student must carry his/her valid Duncan student I.D. card at all times while on the school campus and produce it when asked for by staff.
2. All clothing must be neat, clean. No sagging or oversized clothing is permitted. All pants/shorts must be neatly trimmed. No cutoffs are allowed. Torn or radically altered clothing is not permitted, including jeans with any holes, tears, or scuffs. Attire which may be used as a weapon shall not be worn, including but not limited to steel-toes boots, chains, or items with spikes or studs.
3. Hats/caps/beanies without logos or insignias or with FUSD or Duncan logos are allowed. Head coverings must be worn in an appropriate manner and removed inside school buildings. Bandannas are not allowed.
4. Shoes must be worn on campus and at school functions. Sandals must have heel straps. Thongs, flip-flops or backless shoes or sandals are not acceptable.
5. Any see-through or sexually suggestive apparel (such as razor backs, camisoles, tube tops, and halter tops) which exposes the body in a sexually suggestive manner shall not be worn.
6. Tights or leggings will only be allowed if they are covered by a skirt, shorts, or long top that extends below the finger tips when arms are at rest at the side of the body.
7. Underwear-type clothing or sleepwear, such as underwear tank tops, spaghetti straps, camisoles, or pajamas shall not be worn. Tops must completely cover underclothing and midriff area. All tops must be at least 3 inches in width across the top of the shoulder.
8. Dresses, skirts and shorts must extend below the finger tips when arms are at rest at the side of the body.
9. Gang-related symbols, styles, "colors", or insignias as identified by law enforcement are not to be worn or displayed. Personal items and/or clothing may depict logos/mascots of FUSD teams; items and/or clothing showing logos/mascots of college or professional teams are prohibited.
10. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive. Clothing which bears drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice is also prohibited.
11. Earrings are to be worn in ears only. Pierced jewelry other than in the ears is prohibited.
12. Sunglasses are not to be worn in classrooms, offices, or other school facilities.

13. Hairstyles which draw undue attention detract from the educational environment are not acceptable; i.e. unusual designs, unusual/unnatural colors, mohawks, tails, or unusual razor cuts.

ENFORCEMENT

Enforcement is the responsibility of all staff.

Referrals will be made to the vice principal(s) for appropriate action.

A student violation of this policy is deemed willful defiance of the authority of the school principal. Accordingly, violations of this policy will result in the following disciplinary actions:

First Violation: Home contact, a verbal warning and the student will be requested to change clothing, hair style, or cosmetic.

Second Violation: Home contact and alternative to suspension or suspension if student refuses alternative.

Third Violation: Home contact and suspension.

Fourth Violation: Further disciplinary action as permitted by state law and/or district policy/regulation.

- Due to the frequency of changing styles in clothing, high schools reserve the right to adjust the dress code as needed.
- The dress code will be reviewed annually by staff, parents, students, and the school site council.
- Questions regarding the dress code due to medical or religious reasons should be directed to the deans.
- Exceptions to the above may be made by the principal for special days or special events.
- In addition to these standards, Duncan will enforce dress and grooming standards which are appropriate for work

GROUNDS FOR SUSPENSION

Section 48900 of the California Education Code states that a pupil shall not be suspended from school unless the principal determines that the pupil, while on school grounds, while going to or coming from school, during lunch (whether on or off campus), during a school-sponsored activity, or while going to or coming from a school-sponsored activity.

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless (in the case of possession of any such object), the pupil had obtained written permission from a certified school employee with concurrence by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as listed in chapter 2 (commencing with section 11053) of division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered or arranged or negotiated to sell any controlled substance listed in chapter 2 (commencing with section 11053) of division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm-an imitation firearm is a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit specified acts of sexual assault or committed sexual battery.
- o. Harassed, threatened or intimidated a pupil who is a complaining witness.
- p. Unlawfully offered, arranged, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in section 32050.
- r. Bullying by any means including electronic act toward a pupil or school personnel.
- t. Aided or abetted the infliction nor attempted infliction of physical injury to another person.

SECTION 48900.2 (Grades 4-12) (SCREEN CODE IS 2):

Committed sexual harassment, such as gestures, verbiage, or unsolicited, inappropriate touching, as defined by Education Code Section 212.5

SECTION 48900.3 (Grades 4-12) (SCREEN CODE IS 3):

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (3) of Educational Code Section 233

SECTION 48900.4 (Grades 4-12) (SCREEN CODE IS 4):

Intentionally engaged in harassment, threats or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment. (i.e. bullying)

SECTION 48900.7 (Grades 4-12) (SCREEN CODE IS 7):

Made terrorists threats against school officials or school property, or both.

CLASS SUSPENSION

A teacher may suspend any student from his/her class for any of the acts enumerated in Education Code 48900 for the day of the suspension and the day following. The teacher must notify the parent and the students Vice Principal of the class suspension.

SCHOOL RULES

In addition to those behaviors specifically prohibited in California Education Code Sections 48900 and 48900.2, and those mentioned in the section dealing with class rules, the following rules are also in effect:

1. No gambling on campus or at school activities.
2. No spitting on campus.
3. No permanent marking pens or spray paint on school grounds or buses, or at school-related activities away from school.
4. No forging of another person's signature.
5. No leaving campus without proper clearance.
6. No hazing.
7. No plagiarizing another person's work

WHO TO CALL

Attendance	Attendance Office
Bus Passes (FAX)	Registrar
Census Change (name, address, phone #)	Guidance Secretary
Clubs/Activities	Campus Culture Director
Discipline	Vice Principal
State Testing (DRP, CAASPP, CST, CELDT)	Vice Principal
Driver Education	Guidance Secretary
Financial	Financial Secretary
Graduation Requirements	Counselor
Homework (call 24 hours in advance)	Guidance Secretary
I.D. Card Replacements	Main Office
Progress Reports	Counselor/Guidance Secretary
Report Cards	Head Counselor
Student Program Concerns	Counselor
Summer School	Counselor/Guidance Secretary
Tutoring	Counselor

DUNCAN POLYTECHNICAL HIGH SCHOOL

Title I Parent Involvement Policy

2015-2016

Duncan recognizes that parents are their children’s first and most influential teacher and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment.

Duncan, with input from their Title I parents, has developed and distributed the Title I Parent Involvement Policy. The policy includes four dimensions:

- Policy involvement
- Shared responsibilities for High Academic Achievement
- Building capacity for involvement
- Accessibility

This policy will be updated annually to meet the changing needs of parents and the school.

Policy Involvement

- Duncan will convene Title I Parent Meetings to review, revise and comment on the following items:
 - Site level Parent Involvement Policy
 - School Parent Compact
 - Single Plan for Student Achievement (SPSA)
 - Title I requirements, involvement rights, and programs offered at the site
 - State adopted ELA/Math curriculum, academic assessment tools and proficiency levels of student achievement at the site
 - Parent survey results related to the academic programs and learning environment at the site
 - Parent involvement opportunities for helping children succeed
 - Parent recommended meetings with flexible dates and times supported by funding for transportation, child care and/or home visits from Home School Liaisons when available.
 - Parent requested meetings related to the educational decisions for their children

Shared Responsibilities for High Student Academic Achievement

- Staff/Student/Parent Compact – the jointly developed School-Parent compact will identify staff-parent strategies that best support student academic achievement. This

compact will be widely distributed to all students, staff and parents of Title I students. The Compact describes and defines the following:

- The school's responsibilities in providing high quality curriculum and instruction in a supportive learning environment
- Parent and student responsibilities promoting improved academic learning
- Effective and ongoing communication methods between parents and teachers

Building Capacity

- During Back to School and Parent Conferences teachers will inform parents about curriculum content, achievement standards, assessment results and monitoring student progress
- Parents will be provided with requested training and materials helping to improve their children's achievement
- Teachers and other staff members will be trained on working with parents as equal partners and building ties between parents and the school
- Teachers will inform parents and students about individual goals based on local and state assessment results
- Duncan will provide opportunities for parents to volunteer and participate in their child's classroom.
- Parents will be encouraged to participate in school activities through memos, letters, surveys, email, School Messenger, Remind and flyers. Information will be provided in a language and format parents can understand.
- Examples of programs and activities at Duncan that encourage parent participation in the education of their children, include the following:
 - ◆ English Learner Advisory Committee & District English Learner Advisory Committee
 - ◆ School Site Council
 - ◆ District Sponsored Activities/Festivals
 - ◆ Parent Trainings: Parent information is provided through administrator and counselor presentations and information meetings related to A-G Requirements, 4-Year Plan, College Information Night, dress code, graduation requirements and expectations, Honors, AP, Summer Bridge Parent Orientation, Back to School Night, SSC meetings, ELAC meetings, Open House, ATLAS training, Career Cruising training, College/University Info Night.
 - ◆ Back to School Night
 - ◆ Open House
 - ◆ Western Association of Colleges and Schools (WASC) review
 - ◆ Learning at home: On-line parent access and training is available for ATLAS (student attendance and grades), EduText, Remind and others.

- ◆ Volunteering: Parents may volunteer to participate in School Site Council (SSC), English Learner Advisory Committee (ELAC), District English Learner Advisory Committee (DELAC), Western Association of Schools and Colleges (WASC) committees, and ROP Career Pathway Advisory Committees.
- ◆ Leadership and decision making: Parents may provide leadership for SSC, ELAC, DELAC, and District Advisory Committee (DAC).
- ◆ Collaborating with the community: Duncan collaborates with the community through SSC, ELAC, Portfolio Day interviews, ROP Career Pathway advisory committees, and annual Title 1 meetings.

Accessibility

- Duncan will provide opportunities for full participation to parents with limited English proficiency, parents of migrant children and parents with disabilities. School information and required reports will be provided in a format and, to the extent practicable, in a language, such parents understand.

Approved by SSC February 2014

DUNCAN POLYTECHNICAL HIGH SCHOOL

Staff/Student/Parent Compact

2015-2016

Staff Section:

I understand the importance of the school experience to every student and my role as an educator. Therefore, I will voluntarily:

- ◆ Foster/encourage parent/teacher partnerships
- ◆ Receive training in strategies to effectively communicate with parents
- ◆ Teach California adopted grade level standards, skills, and concepts that provide high quality curriculum instruction in a supportive and effective learning environment
- ◆ Strive to address the individual needs of your child
- ◆ Communicate with you regarding your child's progress
- ◆ Provide a safe, positive and healthy learning environment for your child
- ◆ Communicate homework and classroom expectations
- ◆ Correct and return appropriate work in a timely manner
- ◆ Support your child's primary language and culture
- ◆ Show respect to self and others at all times
- ◆ Provide opportunities for parents to volunteer, participate and observe in child's classroom

Student Section:

I know that my education is important and that I am the one responsible for my own success.

Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Attend school every day on time and ready to learn
- Review my class work with my parent(s) weekly
- Return completed homework on time
- Follow school rules and be responsible for my own behavior at all times
- Ask for help when needed
- Show respect to self and others at all times

Parent Section:

I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will voluntarily:

- ◆ Foster/encourage parent/teacher partnerships
- ◆ Attend Back to School event, Parent/Teacher conferences, Open House, and other events
- ◆ Encourage my child to engage in reading activities for at least 20 minutes every day
- ◆ Provide a quiet place/time for my child to complete his/her homework
- ◆ Make sure my child gets adequate sleep and has a healthy diet
- ◆ Adhere to the school's homework, discipline, dress code and attendance policies
- ◆ Participate in district opportunities for parenting training
- ◆ Support all elements of the Parent Involvement Policy adopted by the FUSD School Board.
- ◆ Show respect to self and others at all times

Approved by SSC February 2014

ATLAS

ATLAS is a student information system that allows students and parents to view schedules, grades, and attendance from any Internet capable computer. As teachers enter grades and attendance from their classroom, the student data is immediately updated and viewable.

Contact the Guidance Office at 248-7087 if you have any questions. The school's website is <http://go.fresnounified.org/Duncan> Parents who do not have Internet capabilities at home may use a computer in the Library on the Duncan campus

ERMA DUNCAN POLTECHNICAL HIGH SCHOOL

A Wonderful Legacy

Duncan Polytechnical High School is named after a wonderful lady, Erma Duncan. In 1938, Mrs. Duncan started holding ceramic making sessions in her garage and the entire family was soon involved. Before too long, it was necessary to construct an extra room in the rear of the garage in order to accommodate the people and supplies needed for making ceramics. In 1940, Mrs. Duncan and her son Robert enrolled at Fresno State College where they took every course they could find that would add to their knowledge of ceramics.

In 1946, the first official Duncan Ceramic Studio was established in a new location. This first Duncan Ceramic Studio was located on Blackstone Avenue, away out in the country between Dakota and Ashlan Avenues. The company continued its growth, catering to the retail trade. In May of 1953, fire destroyed the entire studio. As plans were made to rebuild, the Duncans also decided to concentrate on the manufacturing and national distribution of ceramic materials rather than retail sales. In 1955, Duncan Ceramic Products, Inc. was relocated on Shields Avenue near Clovis Avenue. The business would later be known as Duncan Enterprises.

Never in their wildest dreams did Mrs. Duncan and her two sons, Robert and Richard, imagine, as they made ceramics in their garage back in 1938, sharing their favorite hobby knowledge with others, that their hobby would lead them to become the world's largest manufacturer of hobby ceramic products.

Erma Duncan, who became known as "the mother of ceramics" for her pioneering work in popularizing hobby ceramics in the 30s, died on May 13, 1984. She had celebrated her 92nd birthday on April 10th.

*DUNCAN ALMA MATER
Duncan Poly, Alma Mater
We lift our voice to you.
With thanks for friendship known
And memories that have grown.
You instilled in us a pride of work well done.
You taught us to believe
In what we could achieve.
Through the years we will be true.
Duncan Poly, our Alma Mater,
We salute you, the orange and the blue*

