

**2022-2023**



***Santa Maria Joint Union High School District***

Richardson Center  
1280 Founders Avenue  
Santa Maria, CA 93455  
Office: 805.934.0330  
Fax: 805.934.0338

This handbook shall serve as a supplement to the District and School Site handbook. All district rules and regulations apply at the Richardson Center. Academic and behavioral expectations, attendance, and grading policies set at the home schools will be enforced.

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# Hours of Operation

## **Visitors/Parents**

Gates are locked during school hours. Please call front office: 805-934-0330 ext 8702 to be admitted. Then proceed to office to sign in.

## **General Hours:**

The Richardson Center is open Monday through Friday 8:00 -4:00 every school day.

## **Ag Barn and Animal Feeding:**

Feeding times will be posted on barn entrance.

Holiday feeding times will vary. Please call advisor for verification of hours.

Animal Feeding must be conducted during normal feeding hours. If students need to feed after hours, they must be accompanied by their FFA advisor. Special Fair schedule hours will be published during March to July. These are subject to change.

## **AG Farm and SAE Projects:**

Students on site for SAE projects are expected to follow all school & District rules. They are to conduct themselves professionally and be in communication with their SAE advisor. An SAE contract must be signed and on file.

## Phone List

	Staff	Phone
	<b>Main Office</b>	805.934.0330
	<b>Fax</b>	805.934.0338
Director	Dr. Paul Robinson	Ext: 8701
Director's Assistant	Meredith Brough	Ext: 8702
Agricultural Farming	Steve Gambriel	Ext: 8713
Construction	Glen Holmes	Ext: 8732
Culinary Classroom	Russell Thomas	Ext: 8712
Diesel /Heavy Engines	Eduardo Gonzales-Ramos	Ext: 8722
Machining	Dan Howard	Ext: 8734
Farm Technician	Erik Fulton	Ext: 8703
Farm Technician	Blake DeBernardi	Ext: 8704
Grounds/Custodial	Greg Gentile	805.631.0591
Security	David Millard	Ext: 8705
DELTA HS	805-937-6356	
PIONEER VALLEY HS	805-922-1305	
RIGHETTI HS	805-937-2051	
SANTA MARIA HS	805-925-2567	
DISTRICT OFFICE	805-922-4573	



## BELL SCHEDULE

2022-2023

PERIOD	DAILY SCHEDULE TUESDAY—FRIDAY	COLLABORATION DAY EVERY MONDAY	MINIMUM DAY 8-26, 9-16, 10-28 02-24, 03-31, 04-06	FINALS SCHEDULE Fall: Dec 14, 15, 16 Spring: June 5, 6, 7
1 ~ 2	8:30am to 10:10am	8:30am to 9:50am	8:30am to 9:30am	TBD
3 ~ 4	10:45am to 12:25pm	10:25 am to 11:45am	9:55am to 10:55am	TBD
5 ~ 6	1:05pm to 2:45pm	12:35pm to 1:55pm	11:45am to 12:45pm	TBD

# Bus Schedule

## ALL STUDENTS ARE REQUIRED TO RIDE THE BUS

Buses will run as close as possible to the published schedule. However, the first several weeks of school are a period of adjustment. Routes will not run early but may occasionally run late until revisions are made.

### General Safety Rules

Obey the instructions of the bus driver. At no time will a student act toward or address comments to a bus driver in a disrespectful manner or refuse to cooperate with the driver.

## CTE 2022-2023 STOP SCHEDULE

### SMHS TO CTE 2022-2023 TRANSFER BUS

Rte #	Depart School	Regular	Collab	Min	Depart CTE	Regular	Collab	Min
8	1st Period Bus Departs SMHS at	8:15	8:15	8:15	Bus Departs CTE for SMHS at	10:15	9:55	9:35
8	3rd Period Bus Departs SMHS at	10:28	10:08	9:50	Bus Departs CTE for SMHS at	12:30	11:50	11:00
8	5th Period Bus Departs SMHS at	12:48	12:15	11:30	Bus Departs CTE for SMHS at	2:50	2:00	12:50

### ERHS TO CTE 2022-2023 TRANSFER BUS

Rte #	Depart School	Regular	Collab	Min	Depart CTE	Regular	Collab	Min
6	1st Period Bus Departs ERHS at	8:20	8:20	8:20	Bus Departs CTE for ERHS at	10:15	9:55	9:35
5	3rd Period Bus Departs ERHS at	10:35	10:05	9:45	Bus Departs CTE for ERHS at	12:30	11:50	11:00
5	5th Period Bus Departs ERHS at	12:58	12:25	11:35	Bus Departs CTE for ERHS at	2:50	2:00	12:50

### PVHS TO CTE 2022-2023 TRANSFER BUS

Rte #	Depart School	Regular	Collab	Min	Depart CTE	Regular	Collab	Min
13	1st Period Bus Departs PVHS at	8:15	8:15	8:15	Bus Departs CTE for PVHS at	10:15	9:55	9:35
13	3rd Period Bus Departs PVHS at	10:30	10:05	9:50	Bus Departs CTE for PVHS at	12:30	11:50	11:00
12	5th Period Bus Departs PVHS at	12:45	12:15	11:30	Bus Departs CTE for PVHS at	2:50	2:00	12:50

### DHS TO CTE 2022-2023 TRANSFER BUS

Rte #	Depart School	Regular	Collab	Min	Depart CTE	Regular	Collab	Min
9	2nd Period Bus Departs DHS at	8:22	8:22	8:22	Bus Departs CTE for SMHS at	10:15	9:55	9:35
1	4th Period Bus Departs DHS at	10:30	10:05	9:45	Bus Departs CTE for SMHS at	12:30	11:50	11:00
10	6th Period Bus Departs DHS at	12:50	12:25	11:35	Bus Departs CTE for SMHS at	2:50	2:00	12:50

# Calendar

## 2022-2023 School Calendar

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Richardson Center



1280 Founders Ave  
Santa Maria CA 93455  
805-934-0330

Aug 8-10	Staff Work Days
<b>Aug 11</b>	<b>First Day of School for Students</b>
Aug 26	Minimum Day
Sep 5	Holiday
Sep 16	Minimum Day/Progress Report
Oct 28	Minimum Day/Progress Report
Nov 11	Holiday
Nov 21 - 25	Holiday
Dec 14 - 16	Finals Schedule
Jan 9 - 11	Staff Work Days
<b>Jan 12</b>	<b>First Day of School for Students</b>
Jan 16	Holiday
Feb 17 - 20	Holiday
Feb 24	Minimum Day/Progress Report
Mar 31	Minimum Day/Progress Report
Apr 6	Minimum Day
Apr 10 - 14	Holiday
May 29	Holiday
June 5 - 7	Finals Schedule
<b>June 8</b>	<b>GRADUATION</b>

Mondays have a different bell schedule for teachers to collaborate

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

 NO School/ Holiday  
 Minimum Day

 Staff Workday (no school for students)  
 Progress Reports

 Finals Schedule  
 First & Last Day of School

# Attendance

## **Absences:**

Absences shall be reported to the home school (DELTA, ERHS, PVHS, or SMHS) per the home school's normal absence reporting procedures.

## **Late Arrivals:**

Students arriving late may be dropped off at the Richardson Center by parents or guardians and checked in at the office. The student's late arrival will be reported to the home school by Richardson Center staff. If the gate is closed, call the main office at 805-934-0330 x 8702 to be let in.

## **Early Release:**

Parents may choose to pick up their student at the Richardson Center in an emergency. Parents must check in at the Richardson Center office and check out their student after showing proper identification per District Policy. If parents arrive at the students' home school, they will need to wait for transportation to bring student back at the regularly scheduled drop off time. (See Bus Schedule)

# Discipline

**All District and School Site Discipline policies will be enforced at the Center.**

Any academic or behavior expectations that are not met will be referred to the students site Principal or designee for handling. Repeated violations may result in removal from Center programs.

No Food or Drinks are allowed in the shops or classrooms. All food must be consumed outside.

No food may be delivered to school site.

Each shop will have one restroom pass. One student may use the rest room at a time during class hours.



# Dress Code

## Shop Attire:

**Safety in the shop is vital.** Students enrolled in shop classes will wear shop appropriate clothing (e.g., closed toed shoes, gloves, safety glasses, etc.) as directed by the instructor and required by safety regulations. Career Tech programs may provide program specific uniforms and require they be worn on certain days.

## General Dress Code:

The dress code complies with District and State policies and applies to all school activities. These policies require that student attire be neat, clean, and non-disruptive. Interpretation of this policy rests with the individual classroom instructor, site administrators, or any staff member while students are on campus.

Requirements apply to all students, as provided in the Education Code and/or District Policy. They are:

1. No attire including clothing, jewelry, hats, or personal items:
  - \*may promote or advertise drugs, alcohol, or tobacco use.
  - \*depict obscenity or lewdness.
  - \*be inflammatory with regard to race, religion, or heritage.
  - \*may promote gang affiliation.
2. Feet must be covered, minimally, providing protection to the bottom of the foot.
3. The upper torso must be covered. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, spaghetti straps (must be two inches wide), off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than midthigh are prohibited.
4. Pajamas and slippers are not appropriate school apparel.

Students who are not in compliance with this dress code will:

1. Be referred to a site Principal or designee.
2. Have their parents contacted by the school.
3. Not be permitted to return to class until the dress code infraction is corrected.
4. Repeated non-compliance may result in on- or off -campus suspension.

# Map

