

# 2021-2022 Career Technical Education Center & Agricultural Farm Handbook



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



**CTECAF**

1280 Founders Avenue  
Santa Maria, CA 93455  
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This handbook shall serve as a supplement to the District and School Site handbook. All district rules and regulations apply at the CTE Center/AG Farm. Academic and behavioral expectations, attendance, and grading policies set at the home schools will be enforced.

## Contents

<b>Section</b>	<b>Page</b>
1. Phone List	3
2. Bell Schedules	4
3. Bus Schedule	5
4. Calendar	6
5. Attendance	7
6. Discipline	7
7. Dress Code	8
8. Hours of Operation	9
9. Campus Map	9

## Phone List

	<b>Staff</b>	<b>Phone</b>
	<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
Construction	Glen Holmes	Ext: 8732
<i>Culinary Classroom</i>	TBD	Ext: 8712
<i>Culinary Kitchen</i>	TBD	Ext: 8711
<i>Diesel</i>	TBD	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
Maintenance Cell Phone		805.631.0591
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 Schedules

<b>CTE REGULAR DAY</b> Tues/Wed/Thur/Fri	
<b>PERIOD</b>	<b>TIME</b>
2-3	8:30 – 10:10
4-5	10:45 -12:25
6-7	1:10 –2:50

<b>MONDAY COLLABORATION DAY</b> Every Monday	
<b>PERIOD</b>	<b>TIME</b>
2-3	8:30 – 9:50
4-5	10:15 - 11:35
6-7	12:25 – 1:45

<b>MINIMUM DAY</b> <i>Days 9/1 9/15 10/27 12/15 2/23 3/28 4/20</i>	
<b>PERIOD</b>	<b>TIME</b>
2-3	8:30 – 9:30
4-5	9:55 - 10:55
6-7	11:45 – 12:45

# Bus Schedule

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.

<b>CTE REGULAR DAY</b> Tues/Wed/Thur/Fri		
<b>Depart Home School</b>	<b>Class Times</b>	<b>Depart CTE</b>
8:10	8:30 – 10:10	10:15
10:25	10:45 - 12:25	12:30
12:45	1:10 – 2:50	2:55

<b>MONDAY COLLABORATION DAY</b> Every Monday		
<b>Depart Home School</b>	<b>Class Times</b>	<b>Depart CTE</b>
8:10	8:30 – 9:50	9:55
10:05	10:15 – 11:35	11:40
12:05	12:25 – 1:45	1:50

<b>MINIMUM DAY</b>		
<i>Days 9/1 9/15 10/27 12/15 2/23 3/28 4/20</i>		
<b>Depart Home School</b>	<b>Class Times</b>	<b>Depart CTE</b>
8:10	8:30 – 9:30	9:35
9:45	9:55 – 10:55	11:00
11:10	11:45 – 12:45	12:50

# Calendar

## Career Technical Center & Agricultural Farm

### 2021-2022 School Calendar

July 2021						
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 2021						
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 2021						
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 2021						
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 2021						
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 2021						
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	

#### FIRST SEMESTER

Classes Begin - August 12, 2021  
 Classes End - December 17, 2021  
 (Finals - December 15-17)

#### SECOND SEMESTER

Students Return - January 13, 2022  
 Classes End - June 8, 2022  
 (Finals - June 6-8)

#### STAFF COLLABORATION/FLEX DAYS

Collab/Flex Schedule Mondays

#### END OF GRADING PERIODS

September 17, 2021  
 October 29, 2021  
 December 17, 2021  
 February 25, 2022  
 April 8, 2022  
 June 8, 2022

#### HOLIDAYS/VACATION BREAKS

Labor Day - September 6, 2021  
 Veteran's Day - November 11, 2021  
 Thanksgiving Break - November 22-26, 2021  
 Winter Break - December 20 - January 7, 2022  
 Martin Luther King, Jr. Day - January 17, 2022  
 Lincoln's Day - February 18, 2022  
 President's Day - February 21, 2022  
 Spring Break - April 15-22, 2022  
 Memorial Day - May 30, 2022

#### STAFF DEVELOPMENT/WORK DAYS (NO SCHOOL)

August 9-11, 2021  
 January 10-12, 2022  
 June 9, 2022

#### CLASS OF 2022 GRADUATION

June 9, 2022

Back to School Night
Minimum Days
Progress Reports
Staff Collab/Flex Days
Finals
Staff Development
Staff Work Day
School Closed

January 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					

February 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					

March 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		

April 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

May 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				

June 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		

Created 8/04/21

## 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 CTE Center by parents or guardians and checked in at the office. The student's late arrival will be reported to the home school by CTE Center staff.

### **Early Release:**

Parents may choose to pick up their student at the CTE Center in an emergency. Parents must check in at the CTE 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.

# Dress Code

## CTE 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. CTE 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 midhigh 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.



# Hours of Operation

## General Hours:

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

## Ag Barn and Animal Feeding:

Animal Feeding must be conducted during normal 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.

## Weekend Feeding:

During fair season (March till July) weekend feeding shall be conducted under the supervision of FFA Advisors. Gate hours will be strictly enforced, and students shall not enter the facility if the gates are closed.

## Map

