

**2023-2024**



*Santa Maria Joint Union High School District*

**Mark Richardson Center (MRC)**

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

CTE.SMJUHSD.K12.CA.US

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 8:15am -4:15pm every school day.

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

Please see the MRC Barn Handbook

## **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
Director	Dr. Paul Robinson	Ext: 8701
Director's Assistant	Meredith Brough	Ext: 8702
Agricultural Farming	Steve Gambрил	Ext: 8724
Construction	Glen Holmes	Ext: 8732
Culinary Classroom	Russell Thomas	Ext: 8711
Cyber Security/Network	Tyler Lamica	Ext: 8705
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
Security	Teresa Barahona	Ext: 8702
Custodian	TBD	Ext: 8702
<b>EMERGENCY PHONE LINE Ext 8000</b>		



## BELL SCHEDULE 2023-2024

<b>PERIOD</b>	<b>DAILY SCHEDULE</b> <i>TUESDAY—FRIDAY</i>	<b>COLLABORATION DAY</b> <i>EVERY MONDAY</i>	<b>MINIMUM DAY</b> <i>8-25, 9-15, 10-27, 02-23, 03-28, 04-12</i>	<b>FINALS SCHEDULE</b> <i>Fall: Dec 13, 14, 15 Spring: June 3, 4, 5</i>
1 ~ 2	8:30am to 10:10am	8:30am to 9:50am	8:30am to 9:30am	8:30am to 10:20am Break 10:40a to 12:30pm
3 ~ 4	10:45am to 12:25pm	10:25 am to 11:45am	9:55am to 10:55am	8:30am to 10:25am Lunch 11:05a to 1:00p
5 ~ 6	1:05pm to 2:45pm	12:35pm to 1:55pm	11:45am to 12:45pm	8:30am to 10:25am Lunch 11:05a to 1:00p

# 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 2023 - 2024 STOP SCHEDULE

#### SMHS TO CTE 2023-2024 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 2023-2024 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 2023-2024 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 2023-2024 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

## 2023-2024 School Calendar

### Richardson Center

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

July 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					

August 2023						
S	M	T	W	T	F	S
			1	2	3	4
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 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

October 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

November 2023						
S	M	T	W	T	F	S
						1
						2
						3
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 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						

Aug 7-9	Staff Workdays
<b>Aug 10</b>	<b>First Day of School</b>
Aug 25	Minimum Day/Progress Report
Sept 4	Holiday
Sept 15	Minimum Day/Progress Report
Oct 27	Minimum Day/Progress Report
Nov 10	Holiday
Nov 20-24	Holiday
Dec 13-14- 16	FINALS
Dec 18-Jan 10	Holiday
Jan 8-10	Staff Workdays
<b>Jan 11</b>	<b>First Day of School</b>
Jan 15	Holiday
Feb 16-19	Holiday
Feb 23	Minimum Day/Progress Report
Mar 28	Minimum Day
Mar 29-Apr 5	Holiday
Apr 12	Minimum Day/Progress Report
May 27	Holiday
Jun 3 -4 -5	FINALS
<b>Jun 6</b>	<b>Graduation</b>

**Mondays have a different bell schedule for teacher collaboration.**

January 2024						
S	M	T	W	T	F	S
						1
						2
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 2024						
S	M	T	W	T	F	S
						1
						2
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		

March 2024						
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 2024						
S	M	T	W	T	F	S
						1
						2
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 2024						
S	M	T	W	T	F	S
						1
						2
						3
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 2024						
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						

 Minimum Day  
 Holidays

 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 shops 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 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.

# Map

