Like so many other Mexican American families living in California in the 1940’s, Gonzalo and Felicitas Mendez faced discrimination at all levels of society. After the Treaty of Guadalupe Hidalgo of 1848 ceded California and the Southwest to the United States, Mexican American Families saw little hope of having equality with their Anglo counterparts. Mr. and Mrs. Mendez were hurt by the discrimination they encountered on a daily basis. But it hurt them even more when they saw their children become victims of this discrimination. After one hundred years of California’s Mexican American children being relegated to an inferior education, Gonzalo and Felicitas Mendez decided to do something about it.

Gonzalo was a tenant farmer living in the Westminster area of Southern California. Mendez and his wife, Felicitas, decided that neither they nor their children were going to be treated as second class citizens.

In early 1945, they organized a group of parents to take on the Orange County School and stop its practice of keeping Mexican American children segregated from Anglo children. While Anglo children attended academically oriented classes in modern buildings using new books, Mexican American children attend vocationally oriented classes in old buildings using inferior books.

Gonzalo and Felicitas Mendez knew that a legal fight against a well entrenched segregationist educational system was going to be tough. This did not stop them. A civil rights attorney was hired and the lawsuit was filed in the federal courts in Los Angeles. The lawsuit named five Mexican American families, including the Mendez family as plaintiffs.

The lawsuit, entitled Mendez V. Westminster, asked the court to issue an injunction ordering the integration of the school district. The lawsuit argued that segregation based on national origin violated the United States Constitution. The case was won but the district appealed. On April 14, 1947, the 9th Circuit U.S. Court of Appeals ruled in favor of the Mexican American families.

Eight years after Mendez V. Westminster, the then future Justice of the Supreme Court, Thurgood Marshall, argued the famous case of Brown V. Board of Education. The Brown case outlawed the “separate but equal” education throughout the United States. In arguing his case, Marshall cited and relied on Mendez V. Westminster as legal precedent.

Because of their bravery and dedication, Gonzalo and Felicitas Mendez opened the door for a better education not only for children in California, but for children throughout the United States. Their efforts have been recently recognized and honored by groups like the Los Angeles Mexican American Bar Association.

On December 3, 1997, the Santa Ana School Board, the same school district that once practiced segregation, dedicated the Gonzalo and Felicitas Mendez Intermediate Fundamental School. Mendez Intermediate Fundamental School will be a school of choice. All students will have the opportunity to receive a quality and enriched curriculum, regardless of the language they speak or the color of their skin.
MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL PHILOSOPHY

Mendez Fundamental Intermediate School provides an alternative educational approach for students in grades six through eight. Primary emphasis is placed on a highly structured program of basic academic skills and enrichment and the establishment of good study habits. The school seeks to instill within each student, a sense of responsibility, patriotism, accomplishment and a positive self-image.

CHARACTERISTICS OF A FUNDAMENTAL EDUCATION

• Emphasis on basic academic skills and enrichment
• Structured classroom in which learning is teacher initiated, directed and supervised, with an emphasis on dynamic, innovative and creative teaching
• High standards of student conduct to enhance quality instruction
• Insistence on good study habits, self discipline and responsibility
• Reinforcement of the traditional values of patriotism, citizenship, respect, courtesy and pride in accomplishment
• High standards for student dress as expressed in the Mendez Dress Code
• Parent commitment, communication, and involvement throughout the students’ education at Mendez Fundamental Intermediate School

MENDEZ CITIZENSHIP CODE

“We the students of the Santa Ana Unified School District, pledge to be dedicated to scholarship. We will strive to succeed and build an honorable future. We will make our city proud by being respectful and responsible. We shall not only ensure success for ourselves, but we will also encourage success in others.”

Written by Ana Maldonado
SAUSD Student 2008-2009

CURRICULUM OVERVIEW

The curriculum follows a definite progression, building on skills and abilities acquired at each level. At appropriate levels the instructional program will include language arts (reading, spelling, writing and grammar), mathematics, social studies (U.S., ancient and world history), science, and physical education. Electives are journalism, yearbook, music, art, leadership, MESA, technology, AVID, basic math, basic reading and study skills. California Standards are covered and students are prepared to take the High School Exit Exam. Specific information on each class can be obtained from teachers, at Back to School Night, and from the District Curriculum Grade Level Expectancies.

NOTE TO PARENTS:
Parent involvement is a major component of the fundamental philosophy. We are seeking parents to participate on the following committees and in the following organizations:

• PTSA (Parent-Teacher-Student Association)
• School Site Council
• Principal’s Advisory Committee
• ELAC Committee
• Superintendent’s Cabinet
CLASSROOM CONDUCT

The goal of Mendez Fundamental Intermediate School is to provide a classroom environment that is conducive to learning and to offer a variety of opportunities that allow students to realize their academic potential. It is therefore expected that all students will:

1. Enter and exit the classroom in a quiet and orderly manner.
2. Be in their seat and ready to work when the bell rings.
3. Be prepared, at all times, with a covered textbook, school Agenda, pencils, pens, a notebook and paper. If textbooks are lost, damaged or stolen, the student will pay the full cost for replacement of the text.
4. Follow all directions of the classroom teacher and other staff, and obey the rules and regulation of each classroom in order to avoid disturbing others.
5. Complete all work that is assigned and make up work missed due to absences.
6. Attend class on time every day unless ill or with an excuse; that has been validated by the office.
7. Not comb or brush hair during class. Personal grooming items must be kept in the student’s purse or backpack.
8. Use the restroom facilities before and after school, during nutrition, lunch and between classes.

NOTE TO PARENTS

An important aspect of the fundamental school curriculum is the appreciation and promotion of citizenship, patriotism, the Pledge of Allegiance to the United States Flag, the Mendez Citizenship Code, and our American heritage. Please be advised of this as you enroll your student in the fundamental program.

HOMEWORK

Homework is assigned nightly to help the student become more self-reliant, to learn to work independently, to improve skills taught, to master concepts, and to complete assigned projects. There are many changes that occur in the transition from elementary to intermediate school. The time, effort and manner of doing homework is one of the most critical of those changes. A daily schedule should be followed to maximize students’ learning potential. If assignments are completed at school, students should review homework with parents every evening. If work is complete, one hour of silent reading should be set up by the parent. Students are to write their daily homework assignments in their agendas. Here is a sample of a homework schedule that might be followed.

6th grade: 1 to 1½ hours of study time including completion of actual homework, review of each subject and personal reading time.

7th and 8th grade: 2 to 2½ hours each night following the same schedule as stated above.

PROGRESS REPORTS

Approximately three weeks before the end of a grading period, parents will be notified if a student is achieving below "proficient" academically or if citizenship is not satisfactory.
REPORT CARDS

We are continuing with the standards-based grading program. Report cards will be issued with standards-based, performance, and citizenship grades instead of the “A-F” letter grades. Students will be measured as compared to California State Standards Citizenship and their performance in the classroom. There will be three grading periods per semester. Below is a sample of a standards-based report card.

<table>
<thead>
<tr>
<th>Standards - Based Grades</th>
<th>Student Performance Grades</th>
<th>Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD Advanced 85-100%</td>
<td>5 Student’s work/effort is outstanding 90-100%</td>
<td>5 Outstanding</td>
</tr>
<tr>
<td>PR Proficient 65-84%</td>
<td>4 Student’s work/effort is above average 78-89%</td>
<td>4 Above Average</td>
</tr>
<tr>
<td>BA Basic 55-64%</td>
<td>3 Student’s work/effort is average 64-77%</td>
<td>3 Satisfactory</td>
</tr>
<tr>
<td>BB Below Basic 27-54%</td>
<td>2 Student’s work/effort is below average 50-63%</td>
<td>2 Needs Improvement</td>
</tr>
<tr>
<td>FB Below Basic 1-26%</td>
<td>1 Student does little or no work 0-49%</td>
<td>1 Unsatisfactory</td>
</tr>
</tbody>
</table>

PARENT/TEACHER CONFERENCES

A Parent Conference Day for all students will be scheduled and parents will be notified of the date. Teachers will schedule conferences for students who are in need of academic assistance, but all parents are encouraged to schedule a conference if they so desire. Students will not attend school this day, providing the opportunity for teachers to meet with parents individually to discuss students’ academic progress, work habits and behavior.

Parents are always welcome to contact the school at any time. Our teachers will be glad to arrange a conference with you at a mutually convenient time. A note sent to the school or a telephone call to the child’s counselor can set up such a meeting.

TESTING

Students at Mendez are tested yearly using school, district and state-mandated tests to measure students’ progress in the areas of reading, language, and math. The following tests are administered over the course of the year:

- STAR Grades 6 - 8
- STAR Writing Grades 7
- Writing Proficiency Grades 6 - 8
- United States Constitution Test Grade 8
- CELDT ELL Students

Parents will be notified of their student’s test results.

Students are administered benchmark tests that measure performance on state standards. Benchmark tests are administered in Language Arts and Math.

PROMOTION / RETENTION

The Santa Ana Unified School District has very specific guidelines concerning promotion and retention of students. Please refer to Administrative Regulations (AR) 5123. Copies are available in the office.

GUIDELINES FOR PROMOTION Grades 6 – 8

Students who are not progressing satisfactorily may be monitored through parent conferences, Student Study Teams (SSTs), Academic Improvement Plan, and/or all-teacher conferences. In addition, students may be referred to supplemental instructional programs such as after-school tutoring, and summer school.

Students must pass an established number of curriculum classes and successfully complete any prescribed supplemental instructional programs in order to be promoted to high school. Specifically, eighth-grade students shall be retained if they do not meet these requirements or they do not pass the required Constitution Test.
When a student’s grades and test scores fall below the set standards, a “Board of Review”, comprised of the counselor and an administrator, meet to discuss recommendations for promotion or retention. The school will make every attempt to consult and work with parents to help solve students’ academic problems throughout the year.

How to be Successful at Mendez

SCHOOL SUPPLIES

In order for students to be successful in class, they must have the correct materials. In an effort to stress organizational skills, all students will maintain and carry with them to each class a 3-ring binder notebook that is at least 2 inches thick. Each notebook is to be divided into separate sections for each academic area. Every student should also have the following school supplies:

- Subject dividers (no pee chees)
- School agenda - $8.00 (w/gaggle account)
  $5.00 (replacement agenda)
- A pencil pouch or container
- Pencils and colored pencils
- Blue or black ink pens
- A 2” binder
- Red correcting pen/pencil
- Notebook paper 8 ½ x 11
- 12-inch / metric ruler
- Calculator
- P.E. uniform
- Additional supplies as specified by teachers
- Backpacks (optional): Only the student’s name is permitted on the backpack. All other writing and drawings are not allowed (includes white out & puffy paint)

AGENDA

Agenda pages may not be torn out, folded over, written or drawn on (includes doodling). Nor may any stickers or drawings of any kind be glued, taped or stapled on to the cover or anywhere in the agenda. All information written in the Agenda must pertain to school business. Any Agenda’s found not meeting the standard will be replaced at the student’s expense. The purpose of the Agenda is to maintain each student organized and help them maintain themselves prepared.

TEXTBOOKS

Students must replace any textbook in their possession that becomes damaged. Most textbooks cost approximately $60.00 to replace. Parents should check for any previous damage upon receipt of the textbooks.

GAGGLE NET.COM

Every student at Mendez will participate in the Gaggle Network which provides students with monitored e-mail accounts and Digital Lockers. Gaggle Net’s online file storage and file sharing features allows students to work on assignments from any location, eliminating the need for floppy disks or other portable storage devices. In addition, students, teachers, and parents will be able to correspond electronically. Students can access their email, respond, and even use their address book on any computer, with any browser in any location - home, library, or the classroom. With this network students can work on assignments, receive information from teachers and respond to email at home, it saves valuable classroom time and extends the learning experience. All student correspondence is monitored for inappropriate language and content.

Web Address: http://www.sausd.us/mendez

QUALITY OF CLASSWORK AND HOMEWORK

Students should always strive to do their very best on all of their work. Students should always assess their work in these three ways:

1. Is the work neatly written or typed?
• Is it readable?
• Is the handwriting well formed?
• If using a computer, was the correct font and size used?
• If the assignment calls for it, is the work designed neatly and completely?
• Are you using blue or black ink?

2. Is the work organized and complete?
   • Is the entire assignment done?
   • Does the work make sense?
   • Did you head your paper correctly?

3. Were the teacher’s directions followed completely?
   • Did you compare the assignment to your agenda to make sure you did the right work?
   • Did you double-check your agenda?
   • Did you do everything the teacher expects you to do?

STUDY ENRICHMENT PROGRAMS

There are many additional programs that students can be a part of that will help them achieve success at Mendez. Each of these programs is supervised by a credentialed staff member. A brief explanation of each one is listed below:

BOYS’ AND GIRLS’ CLUB PROGRAM

This is an after-school program available on campus through the Boys’ and Girls’ Club of Santa Ana. Students will have the opportunity to work on completing homework. In addition, students will be involved in other activities including sports and games. This program is available Monday through Friday for 3 hours following the end of each day. To be involved in this program, an application must be completed and returned. Applications will be available in the main office.

NOAH PROJECT

This is a neighborhood learning center that provides after-school homework help and tutoring to students in the downtown Santa Ana area. Special emphasis is put on improving basic reading and math skills and improving overall English-language proficiency. Any student in grades 6 – 8 is eligible to participate in the program and is free to all that attend. In order for students to participate, students must complete the registration form, which can be obtained from the counselor’s office.

COLLEGE TUTORS

Santa Ana Community College has available college students who serve as tutors. College tutors can be obtained for $15 - $20 per hour. If you are interested in arranging for this service you may call Santa Ana Community College (714) 564-6260.
Gonzalo and Felicitas Mendez Fundamental School has been designed to help students focus on academic success. It is expected that every student will cooperate fully within the framework of the Code of Student Conduct.

CAMPUS CONDUCT

Mendez Fundamental Intermediate School is a community of students gathered for the purpose of formal learning, wherein each respects himself, others and the school. All students are expected to:

1. Demonstrate acceptable behavior in the classroom, on the school grounds, and on the way to and from school, during assigned detentions or Saturday School Programs.
2. Comply with the school dress code or the district mandatory uniform policy.
3. Attend classes on time, every day, unless out of school for a valid reason (e.g. illness or bereavement).
4. At no time deface damage, destroy, steal, or litter school district property of the property of other persons.
5. Be honest, courteous, respectful, and demonstrate good manners.
6. Demonstrate respect for our country and its symbols through participation in appropriate patriotic activities.
7. Move quietly and in a safe and orderly manner throughout the campus.
8. Bring appropriate materials to all classes daily.
9. Refrain from inappropriate or public display of affection. (This means holding hands, kissing and/or hugging)
10. Eat food in the lunch area only. Maintain a clean campus by disposing of all trash in the proper containers.
11. Obey directions for seating, conduct, and dismissal at assemblies.
12. Maintain the standards of Mendez Fundamental Intermediate School when not under the direct supervision of a teacher or supervisor and when attending school activities off campus.
13. Complete the registration process for all bicycles being ridden to school. Bicycles must be securely locked in the bicycle racks.
14. When riding to and from school, students are expected to obey all traffic regulations. The law requires that all students must wear a bicycle helmet.
15. Use the library responsibly, respecting the rights of others, using materials properly, and returning book on time (see textbook contract).
16. Promptly pay for lost, damaged, and/or overdue library books and textbooks.
17. Use the computer labs and hardware appropriately at all times.

STUDENTS WILL NOT AT ANY TIME:

1. Cheat, forge signatures, or copy other student’s work.
2. Leave class or come to the office without a pass from the teacher or supervisor.
3. Leave Campus during the school day for any reason without permission from the Attendance Office.
4. Use profane or vulgar language or make obscene or suggestive gestures.
5. Make any threat to commit, attempt to commit, or commit any physical violence against other students or school personnel.
6. Push, hit, kick, “play fight”, wrestle, tease or call other students inappropriate names.
7. Spank, pour liquid upon, or participate in any form of harassment or hazing of a student.
8. Bring any form of toys, balls, bats or similar equipment or collectibles such as trading cards.
9. Ride bicycles, skateboards, or roller skates on school grounds, especially in the parking lot, at anytime (including athletic events and practices)
10. Chew gum on campus at any time or at any school-sponsored event.
11. Loiter on or near school grounds, in parking structure or in the commercial shopping center before or after school.
12. Climb fences or safety railings.
13. Touch, lift, push, sit on or deface any vehicle on or near the school grounds.
14. Privately sell candy or other items on the Mendez campus.
15. Gamble, State and Federal laws pertaining to minors outlaws all forms of wagering or betting in any manner.
16. Use possess or distribute tobacco, any controlled substance (including marijuana), narcotics, alcohol or intoxicant, or other contraband or drug paraphernalia on the school campus or at any time when under the jurisdiction of the school.
17. Posses or use lethal weapons (including knives), or any item that may be constituted as a weapon (brass knuckles, razors, etc.), explosive devices or any forms of caps, poppers, fireworks, stink bombs, or replicas.
18. Take medication at school without a written notification from parents and doctors. The medication must be in an original box or container with a pharmacy label attached. All medication must be administered through the Health Office.
19. Write on backpacks, except the student’s name.
20. Fold, tear, or cross through pages in the Student Agenda.

CONSEQUENCES
Fighting, Bullying, Hazing or Intimidation
Any student involved in fighting/ bullying/ hazing/ intimidation will be suspended from school for a period of no less than one day and not more than five days.

Causing serious injury to another person may result in the student being recommended for expulsion from the school district.

Incident 1  Suspension from school for one to five days
Possible police involvement
Parent contact

Incident 2  Suspension from school for one to five days
Student Behavior Contract
Student Study Team referral
Possible police involvement
Parent conference

Incident 3  Suspension from school for one to five days
School transfer
Possible police involvement
Parent conference

THREATS
Any student who threatens the school community or any specific member(s) of the school community whether in writing or verbally, with the commission of a crime which could result in severe bodily injury, death, and/or property damage will be subject to immediate suspension, police involvement, and possible expulsion from the school district.

AGAINST A STAFF MEMBER
Depending on the circumstances, action will include any, or a combination of any of the following:

- School suspension
- School transfer
- Expulsion from school district
- Police involvement
- Parent conference

SEXUAL HARASSMENT
Sexual Harassment is engaging in the sexual harassment of another student or a staff member by demonstrating unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature. Depending on the circumstances, action may include any, or a combination of any of the following:

- Parent conference
- School suspension
- School transfer
- Police involvement
- Expulsion from the school district

ASSAULTS AND/OR BATTERY
STUDENT DISCIPLINE

The Mendez Fundamental school philosophy reflects a strong commitment to student academics, discipline, attendance, and dress code. It is expected that students will complete all school assignments in order to demonstrate proficiency and understanding, behave in a respectful manner toward all school personnel and other students, attend school daily and punctually, and dress in the school uniform in order to reflect school pride.

Listed below are the consequences that students face for failure to meet school expectations:

INAPPROPRIATE BEHAVIOR

All students will be held to high standards of appropriate student behavior. Fighting, threats, truancy, use of profanity, demonstration of disrespect toward school personnel or other students, sexual harassment, drug possession or use, weapon possession will not be tolerated. All students who fail to abide by the school rules will be referred to the assistant principal or principal. Parents will be notified of each incident. If the student is unable to improve in a timely manner, he/she will be asked to leave Mendez Fundamental.

ASSIGNMENT CARDS

Each teacher will keep a file of “Assignment Cards” to monitor students who fail to complete class assignments and homework. Student failing to complete an assignment will be required to sign the “Assignment Card” and the parent will be notified. If the problem persists, the following consequences will be employed:

1ST TEACHER/ STUDENT CONFERENCE/ PARENT NOTIFICATION

2ND TEACHER CONSEQUENCE/ PARENT NOTIFICATION

3RD COUNSELOR REFERRAL: (30 min. Central Detention)

4TH COUNSELOR REFERRAL: (60 min. Central Detention/ homework contract)

5TH COUNSELOR REFERRAL: (Parent Conference w/counselor/ Saturday School)

6TH ASSISTANT PRINCIPAL REFERRAL: (Saturday School/Refer to SST)

7TH PRINCIPAL REFERRAL
TARDY CARDS:

All students must be in their assigned seat when the bell rings. If a student fails to comply, the students will be required to sign a “Tardy Card”. The tardy card will monitor the number of times the student is late to class. If the problem persists, the following consequences will be employed.

1ST WARNING

2ND 15 MINUTE TEACHER DETENTION/ PARENT NOTIFICATION

3RD COUNSELOR REFERRAL: (30 min. Central Detention)

4TH COUNSELOR REFERRAL: (60 min. Central Detention)

5TH COUNSELOR REFERRAL: (Parent Conference/ Saturday School Program)

6TH ASSISTANT PRINCIPAL REFERRAL: (Saturday School Program/ Student Success Team)

7TH ASSISTANT PRINCIPAL REFERRAL: (Saturday School Program/ Possible SARB)

8TH PRINCIPAL REFERRAL: (Parent/Student Conference)

DRESS CODE:

All Mendez students are required to wear a school uniform that complies with the Mendez Intermediate School colors and style. If a student fails to comply, the following consequences will be employed:

1ST WARNING

2ND CAMPUS CLEAN UP

3RD 30 MINUTE CENTRAL DETENTION

4TH 60 MINUTE CENTRAL DETENTION/ PARENT CONFERENCE

5TH SATURDAY WORK PROGRAM

6TH SCHOOL SUSPENSION

7TH PRINCIPAL REFERRAL/ STUDENT-PARENT CONFERENCE

A STUDENT WHO WILLINGLY CONTINUES TO FAIL TO ABIDE BY THE SCHOOL CONTRACT SIGNED AT THE BEGINNING OF THE SCHOOL YEAR WILL NOT BE ALLOWED TO REMAIN AT MENDEZ FUNDAMENTAL INTERMEDIATE SCHOOL.
MENDEZ DRESS CODE POLICY

The uniform and dress code policy is a fundamental part of the contract each family signs upon enrolling at Mendez Fundamental Intermediate. This policy is in place to reinforce appropriate dress and behavior and also to reduce the cause for teasing and clothing competition among our students.

GENERAL GUIDELINES FOR SCHOOL ATTIRE*

- Boys and girls must wear white, royal blue, navy blue, black or gray shirts/blouses with sleeves and a collar tucked in at the waist. Turtleneck shirts may be worn under the collared uniform shirt in cold weather only. Spandex type blouses or tops are not permitted.
- Boys and girls may wear blue, black, gray or khaki slacks, shorts, skirts, skorts, capris or jumpers.
- Black and blue jeans, sweat pants, nylon denim-like, corduroy, or denim pants/clothing are not permitted.
- Pants must fit appropriately. They must not be too tight fitting or too lose fitting. They must be hemmed so that they do not drag or are stepped on.
- Pants with belt loops require that the student use a belt.
- Shoes must be in neutral colors (black, white, beige, brown) or dark/royal blue. Other colors such as baby blue, red, yellow, green or patterned (checkered) shoes, etc. are not acceptable. As a safety precaution all shoes must be laced and tied appropriately, no slip on shoes, flip-flops or sandals. Colored or thick shoelaces are not permitted.
- Sock or stockings must be worn with shoes at all times.
- Bandannas, hairnets and other headgear are not permitted.
- Approved hats are permitted in PE classes only. They are not to be worn in the classroom or on campus before or after school.
- Visible jewelry is limited to small watches, a ring, a necklace, one bracelet and one earring in each ear. Earrings may be no larger than half an inch, nor dangle more than half an inch. NO PLUGS OR SPIKES. Oversized or exaggerated jewelry is not permitted. Boys are not permitted to wear earrings.
- Outerwear (jackets, sweatshirts, coats) may be black, navy blue, royal blue, gray, khaki or white. There should be no visible initials, insignias, pictures or logos on outerwear except for Mendez school logos.

HAIR

- Extreme hairstyles and cuts are not permitted.
- No hair that hinders a students view behind them.
- Bangs worn below the eyebrows are not acceptable.
- Artificially colored hair is not permitted.
- Spiked or heavily jelled hair longer than one inch is not permitted.
- Shaved heads are not permitted.
- Hair length for boys must be above the collar of their shirt.

BOTTOM WEAR

- Cut-off sweats or jeans, bike shorts, boxer shorts or shorts that look like boxer shorts (worn as outerwear), are not permitted.
- Overalls are not permitted.
- Shorts, skirts and skorts must fall below the student’s middle finger when his/her arm are at his/her side.
- Dresses that are strapless, off the shoulder, have cut-out designs or spaghetti-strapped sundresses are not allowed.
- Cargo pants will be allowed but must fit appropriately at the waist.
Pants cannot be oversized and must be of the appropriate length
• Capri pants that are not too tight will be permitted. No rubber bands are permitted at the bottom of pants. Pants may not be frayed or torn.
• No leggings are permitted, as outerwear or under skirts or shorts. Small shorts are permitted under skirts for modesty issues.

SHIRTS, T-SHIRTS, TOPS, JACKETS
• Any colors other than white, royal blue, navy blue, black or gray are not allowed
• Shirts (T-shirts) worn as undershirts must be school colors only
• White t-shirts, with or without pockets are not allowed as outerwear
• Air hole or fishnet styled shirts or shirts that show bare midriffs are not allowed
• Pendleton plaids and Pendleton-type (wool) shirts are not allowed
• Shirts that are short in length and therefore do not stay tucked in at the waist/belt area are not allowed
• See-through or transparent tops are not allowed
• Logos other than Mendez, regardless of their size, are not permitted

HEADGEAR, BELTS AND ACCESSORIES
• No studded belts, bracelets or necklaces of any kind
• Belt buckles with cut out initials or designs of any kind are not permitted
• Belts hanging more than 4 inches from the first belt loop are not permitted
• Clothing and accessories which are unsafe and/or dangerous (e.g. studded wrist bands, metal belts, chains, handcuffs, etc…)

PERSONAL GROOMING
• Beard, goatees, and mustaches are not permitted
• Body piercing, body tattoos or writing on the skin is not permitted
• Acrylic nails and/or fingernail polish or makeup or any kind (including lipstick, blush, eyebrow pencil, eyeliner, mascara, or face/body glitter) are not permitted
• Clothing, haircuts and accessories worn in a manner which could be associated with gangs or crews are not permitted

SPECIAL NOTE
As with all school rules, the dress code will be enforced and applied on the way to school, at school, on the way home, and at all school functions and events.

If students come dressed or groomed (haircut, etc.) inappropriately, parents may be called to bring a change of clothes or take the students home to change or have their hairstyle or color corrected. Students may need to put on PE clothes if no one at home can be reached and dress is inappropriate.

VIOLATIONS OF THE DRESS CODE WILL RESULT IN DISCIPLINARY ACTION.
As fashion trends change, there may be a need to modify the dress code. When this occurs, parents will be notified in the “Parent Newsletter” or by special written announcement. Students will be notified in the Mendez Daily Bulletin.

Concerning new fad clothing and hair styles, please call the school for clarification prior to clothing purchase or hair appointment at (714) 972-7800, or bring the clothing to school for approval.

*Other attire additions or changes can occur depending on style changes, and Administrator approval.

DRESS CODE VIOLATIONS
Each time a student violates the Mendez Dress Code parents will receive a written notice from the school listing the specific infraction and consequence. Students who chose to disobey either the Uniform Policy or the Mendez Dress Code will receive one or more of the following consequences: warning, campus clean-up, detention, Saturday Work Program, suspension, and/or removal from Mendez Fundamental Intermediate School.

GUM SCRAPING
No gum chewing is permitted on campus. Any student either chewing or in possession of gum will receive an automatic 1 hour gum scraping.

AFTER SCHOOL DETENTION
After school detention ranges from 30 to 60 minutes. Detentions are intended to serve as a disciplinary aid in improving students’ behavior, tardiness, and completion of class work. Students may be assigned campus clean up, or gum scraping as a consequence or they may be allowed to work on homework. Students are required to return all ‘signed’ discipline forms to the Discipline Office BEFORE SCHOOL starts. An additional 30 minute detention is assigned if students fail to return the signed form.

Students assigned to detention must adhere to the following rules:

1. Students must attend on the day he/she has been assigned.
2. There is no talking, standing up, or moving around during detention without teacher permission.
3. Students are to follow the directions of the detention teacher.
4. No one will be excused without permission.
5. Students misbehaving will have their detention reassigned to 2 more days.

6. Each student assigned to detention is expected to take care of all personal needs before he/she enters detention.
7. The teacher may assign specific seats in detention and all specific instructions must be followed.
8. Students assigned to detention must bring textbooks and work materials to detention.
9. Students who have finished assigned homework will be expected to finish detention by reading appropriate books. Comic books, teen magazines, etc. are not to be brought to detention.
10. Students who create a disturbance in detention or do not follow the teacher’s directions will be asked to leave. Teacher discretion is the determining factor. If asked to leave, the amount of time assigned to detention will be doubled.
11. Students must be on time to detention. Any student who reports late will be considered a no-show and his/her time will be doubled.

SATURDAY SCHOOL PROGRAM
Saturday School is assigned to students who have reached Step #5 of the Assignment Card. Saturday School starts at 7:45 a.m. and ends at 12:15 p.m. Parents will be notified in advance as to the date a student is to attend Saturday School via a form which must be signed and returned. All forms must be turned in to the Discipline Office before school or the consequence will be doubled. It will be the responsibility of the parent of each student assigned to Saturday School to make arrangements for their child’s transportation.

Students assigned to Saturday School must adhere to the following rules:

1. He/she must attend on the day he/she has been assigned.
2. Saturday School begins promptly at 8:00 a.m. Any student arriving after 7:45 a.m. will not be allowed
to stay and must return home. He/she will be assigned two additional Saturday Schools.

3. Any student not picked up by 12:30 p.m. may receive an additional consequence.

4. No one will be released from Saturday School without permission.

5. Misbehaving in Saturday School Program will result in a minimum of one more Saturday being assigned.

6. Failure to attend Saturday School will result in reassignment, an additional Saturday School, and/or further disciplinary action.

7. Students must dress according to the Mendez and District Dress Code while attending Saturday School.

8. Students must follow the directions of the Mendez Staff.

9. Students must bring their binder and textbooks with them. If they do not have work, work will be provided for them.

SUSPENSIONS

There are times that because of the seriousness of the offense, a student must be suspended from school. When this happens, the following conditions are in effect:

1. The student is in complete custody and jurisdiction of his/her parents or legal guardian during the entire period of suspension.

2. The student may not be on the campus of any school in the Santa Ana Unified School District during school or non-school hours while suspended.

3. A student may not return to school from a suspension until a parent conference has been held with a school administrator or designee.

4. Students who are suspended run the risk of being returned to their neighborhood school.

DISCIPLINE PROBATION

An inherent part of Mendez Fundamental Intermediate School is its consistent and active enforcement of the school rules. Should a student be referred to the office on a regular basis without showing signs of a significant effort to improve, the student will be placed on probation.

This step is taken after the school staff has made repeated efforts to work with both the student and the parents. A letter will inform the parents that the student has been placed on probation. If significant improvement and effort is not made, the student may be transferred to their neighborhood school. Those students who have shown improvement will be allowed to remain at Mendez. The school counselors and assistant principals review the files and make recommendations to the principal. Should the student be transferred to their neighborhood school at the end of the school year, parents will be notified by mail.

Section V: STUDENT ACTIVITIES

Mendez Fundamental Intermediate will be offering a variety of co-curricular and extra-curricular activities to students who are eligible to participate. Students are encouraged to participate in programs, activities, and clubs that contribute to their social and emotional growth. Activities will be structured so as to improve peer interaction and character development.

STANDARD FOR ELIGIBILITY

Representing the school in the co-curricular program is considered a privilege. In order
to represent the school in any public contest, performance, athletics, or to be a member of student government, a student must maintain a 2.0 grade point average and satisfactory citizenship for the previous and present semesters. Weekly school eligibility standards will be imposed on all students participating in athletic and co-curricular activities. If a student is absent from school, he/she will not be allowed to perform in any school-sponsored activity that afternoon or evening. A student must attend at least four periods on a partial day of absence to participate.

ATHLETIC PROGRAM

Mendez Fundamental School offers an athletic program for boys and girls, with participation based upon individual interest and eligibility standards. IN ORDER TO PARTICIPATE IN THE PROGRAM, STUDENTS MUST BE REGISTERED IN THE AFTER SCHOOL PROGRAM. Also, students must demonstrate good citizenship and maintain satisfactory grades. Tryouts are held for all interested students during the first weeks of the various sports. Coaches determine team membership. Good sportsmanship is stressed and sports recognition and awards are presented for outstanding performance. All practices and games are after school. District-wide tournaments are held on a Saturday near the end of each season.

SCHOOL ACTIVITIES

Students have the opportunity to join a variety of school-sponsored clubs and organizations. Such clubs function through student leadership under the direction and adviso-ship of a staff member.

STUDENT AWARDS AND RECOGNITION

Mendez Fundamental School takes great pride in recognizing and rewarding students for positive participation and achievement throughout the school year. Awards are presented over the course of the year with two major ceremonies; Spring and Fall. Parents will be notified in advance of dates and times.

SPIRIT ACTIVITIES

Many activities are planned throughout the year to promote school spirit and positive social interaction. Some of these activities include: dances, field trips, book fairs, assemblies, pep rallies, drama productions, Renaissance, and intramural sports activities at lunch. Students are highly encouraged to participate and join in the fun.

Section VI: School Services

COUNSELING

The school counselors are available to assist you in resolving any academic and/or personal problems that might arise. A great deal of planning has been done in order to provide you with a number of opportunities for academic and personal growth during your years at Mendez Fundamental School. We also offer the opportunity for students to meet in groups to discuss challenges, good decision-making, and social skills.

FOOD SERVICES

Students who wish to purchase lunch and or nutrition tickets for one or two weeks may
do so before school in the cafeteria. Checks are accepted, payable to “Food Services.” You may call the school for food prices. A choice of entrees is provided daily or students may order a la carte. Snack items (milk, chips, fruit, etc.) may be purchased separately from the snack line. All students have a 15 minute nutrition break. Students may bring a nutritious snack from home or purchase one from the cafeteria. Nutrition purchases may be paid out through a student lunch money account. Additional snack items are available from the snack bar. All students are expected to demonstrate appropriate manners and clean up after themselves. The cafeteria is unable to make change for a bill for over $5.00. Please do not send large bills to school with your child for lunch money. The school is unable to give your child change for larger bills.

HEALTH SERVICES

The school nurse, a member of the school faculty, serves as a health consultant. The health aide is an assistant to the nurse, and is here everyday to render first aid and consult with the nurse. Vision screening is done for 6th grade students and hearing screening tests are provided for 8th grade students. Recheck tests are done if the screening is questionable. Parents or guardians are informed when a student fails two screenings. Students may also be screened at the request of a parent or teacher. Scoliosis screening is also conducted according to state requirements. This involves 7th grade girls and 8th grade boys. Information is sent home prior to screening. Parents are notified of problems noted during screening. Vaccinations are required for 7th grade students, and as Education Code states, students not up to date on their vaccines will not be allowed to attend school. All days missed due to vaccinations will be made up in the assignment of a Saturday School Program for each day missed. Parents may contact the nurse or health aide to inquire if their 7th grade student’s vaccinations are up to date (714) 972-7805.

STUDENT MEDICATION

If a student is required to receive medication, including “over the counter” medicine, while at school, a written note from the parent/guardian, as well as, from the doctor must be on file in the Health Office. Parents are to provide the required medication in a labeled pharmacy container with the student’s full name clearly labeled on it. Any “over the counter” medicine must be in the original packaging labeled with the student’s full name. All medications must be turned in to the Health Office. Medication forms are available from the Health Office and should be obtained prior to the doctor visit whenever possible. The Health Office should also be notified if a student is on any regular medication, regardless of whether it is administered at school.

ATTENDANCE

All Mendez students must reside within the boundaries of the Santa Ana Unified School District. Should a student move during the school year, the school requires a verification of the new address. Call the school registrar at (714) 972-7808 for further information. Any student attending Mendez who lives outside the boundaries of the Santa Ana Unified School District will be transferred to his/her neighborhood school. Please note that many Santa Ana addresses are inside the city of Santa Ana but still outside of the Santa Ana Unified School District boundaries.

Part of the Mendez Fundamental Intermediate School philosophy is that regular school attendance is critical to a student’s academic success. Reasons for this include:
• It contributes to high achievement and academic success
• It contributes to the high characteristics of responsible citizenship

Presentation and discussion of new material occurs during class time. It cannot easily be made up at home. Research has revealed that students who miss school regularly find it difficult to be successful academically.

*We urge parents to consider this when scheduling dental/doctor appointments and vacations.

Parents play an important role in developing sound attitudes about school attendance and good citizenship. You are encouraged to work cooperatively with teachers to positively influence pupil attendance, citizenship, and achievement.

ATTENDANCE PROCEDURES

Students must be punctual and in attendance to all classes unless previously excused or ill. Though coming to school every day has ALWAYS been a high expectation at Mendez, school attendance has become a priority for the state of California as well. Our Attendance Technician, must verify and document all absences. Any student with three or more unexcused absences will be reported to the district office.

Please remember the following are the ONLY excused absences:

Funeral of immediate family (1 day in state, 3 days if out of state).
Illness
Medical appointment
Personal:
*Appearance in Court
*Observation of a holiday or ceremony of his/her religion
*Attendance at funeral services for someone who is not a member of the immediate family

*Pupils in grade 7 – 8 who leave school to obtain confidential medical services

We know that unfortunate situations happen, such as the car breaks down or the student oversleeps, but these are UNEXCUSED and are required by the State to be reported as such. A Saturday School may be assigned for unexcused absences.

When a student is absent from school, please follow these procedures:

1. Parents are asked to call the school on the day a student is absent. The Attendance Office number is (714) 972-7809. Please make a note of this number! We ask that you do not call the Main Office regarding Attendance issues. Upon returning to school, students are required to bring a signed note from the parent giving the date of absence and the reason for the absence. This is in addition to the parent having called or a personal contact having been made. All students who are tardy must also bring a note to the attendance window when he/she arrives at school.

2. Readmit Slips: Students returning from an absence must report to the Attendance Window before school. Upon receipt of a valid note from the parent, the student will be issued a Readmit Slip, which is to be signed by each teacher whose class he/she missed. If a valid note is not submitted upon issuance of Readmit Slip, a disciplinary warning or consequence may be assigned. It is strongly encouraged that students arrive at the Attendance Window at least 15 minutes prior to the start of the school day. Each student is expected to be in class on time, with the Readmit Slip in hand for each teacher to sign. A tardy detention will be assigned if the Readmit Slip
is not picked up at the Attendance Window **BEFORE** class.

**EARLY RELEASE**

When a student must leave before the end of a regular school day, it is requested that a written signed note from the parent stating date, time of release, and who will pick up the student (if other than parent) be submitted to the Attendance Office **BEFORE** school. The parent may call the Attendance Office (972-7809) **one hour prior to picking up the student**.

**PHYSICAL EDUCATION EXCUSES**

Students are expected to participate in P.E. every day. A student may be excused from an activity if a signed parent excuse note is received by the P.E. teacher. **This excuse is valid for no more than three consecutive days.** A written statement from a doctor is required if the student is to be excused for a period longer than three days.

**MAKE-UP HOMEWORK POLICY**

Upon returning to school, students are expected to make up missed work due to any type of absence, regardless of the reason. Parents may call 972-7809 to request homework for student who will be absent **more than three (3) days**. After asking for homework, please allow twenty-four (24) hours for each teacher to respond to requests. Parents may pick up the homework assignments from the Attendance Office.

If the homework has not been issued during the absence, it is the student’s responsibility to ask for the missed work from each teacher, when they return to school. Any work not made up will count against the student’s grade.

**CLOSED CAMPUS**

Students are required to remain on campus during the entire period of required attendance at school. Permission to leave campus during the school hours will be granted only upon request of a parent or legal guardian, the school nurse, or an administrator. To be excused during school hours, a note from a parent must be presented to the Attendance Office **before** school. Students who leave campus without permission will be considered truant and will be assigned detention or Saturday Work Program. Students leaving campus must be signed out by the parents picking them up at the designated time.

Parents are asked to sign in at the Main Office before coming on campus at any time. Your cooperation is appreciated.

**ITEMS DELIVERED BY PARENTS**

Delivery of items is not a guarantee and should therefore not be used. In the event of unusual circumstances the Attendance Office is the central location for parents dropping off items and for students to retrieve them. Items may be picked up during nutrition, lunch, or passing period as long as they will not be late to class. Students are responsible for checking with the Attendance Office for their items. When needed, Parents will be asked to deliver items to their child once the parent has stopped by the attendance window.

**LIBRARY**

The library will be open before school, during nutrition, lunch, and after school for students use. Any student wishing to use the library during these times must have their student I.D. with them. Students are expected to conduct themselves in a quiet, orderly and respectful manner at all times while in the library. Library time is **SILENT**.

**LOST AND FOUND**

The school provides a Lost and Found. Parents should be sure to have proper
identification on articles of clothing and all personal property. Students are expected to write their names **IN INK** in textbooks and other school materials. The school is not responsible for lost or damaged articles. All lost items may be claimed before school, at lunch, nutrition, or after school and are kept in the Library. At the end of each month, all clothing items that have not been claimed are donated to charity.

**PASSES**

Students must have a pass anytime they are outside of the classroom during regular instruction time. Failure to do so may result in a detention or campus clean up.

**SPECIAL SERVICES**

The school has the services of a speech/language therapist and a school psychologist for students who require these services. In addition, there may be times when the Student Success Team (SST) meets to discuss strategies that will help a student be more successful in school. Students experiencing academic or behavioral difficulties can be referred to the Student Success Team. This team will meet with the student, parents, teachers, and the counselor to formulate an improvement plan. Teachers, parents, and the counselor may refer a student to the team at any time.

**STUDENT IDENTIFICATION CARDS**

All students will be issued a Student Identification Card with the student’s picture on the card. Students are required to carry this I.D. card at all times while on campus and are obligated to present this card to any school teacher, administrator, or staff member upon request. Students are also required to present their I.D. card for admittance to after school activities. Should a student lose their I.D. card, a new one can be made for $3.00.

**PERSONAL ITEMS ON CAMPUS**

Students **should not** bring personal items onto the campus unless they are related to the instructional program. The following personal items **prohibited** are:

- iPods, MP3 Players, Radios, cameras, CD players, computer games, tape recorders, or other electronic devices
- Balls, bats, or similar equipment unless required for a P.E. class
- Aerosol spray (hair spray, perfume spray)
- Toys, pogs, stuffed animals, etc.
- Trading Cards or playing cards
- Markers, or marking pens, Liquid Paper (correction fluid)

Pupils bringing personal objects on campus will have them confiscated and parents must pick them up. Should a student violate this rule and this property become damaged, lost or stolen, the school claims no responsibility.

**PTSA**

The Mendez PTSA (Parent Teacher Student Association) is the official Mendez parent organization. Its major goal is to support the school in its efforts to provide a quality education for all students. This support takes the form of:

- Parent Education workshops
- Volunteer help to the school
- Financial assistance provided through fundraisers
• Sponsoring special events
• Instrument for community input and feedback
• Sponsoring student awards

All parents are welcome and encouraged to participate. PTSA dues are $5.00 per family. The membership drive takes place in September but parents can join at any time. Meetings are held in the evenings in order to involve more parents actively in the life of the school. Meetings are informal, last about an hour, and are devoted to information about the school and its programs, information about upcoming events, and decision making for future activities. Meetings will be posted on the marquee.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books are provided for each student. Students are responsible for returning the books in good condition. Students assume responsibility for all books issued to them and must pay for lost or damaged books and overdue fines regardless of the cause. Each student must clear his/her textbook or library record before grades will be issued or school functions attended. ALL TEXTBOOKS MUST BE COVERED WITH APPROPRIATE PROTECTIVE MATERIAL. (PLEASE REFER TO THE TEXTBOOK CONTRACT).

Library books may be checked out for a period of one week and may be renewed if brought in before the due date has passed. Reference material may be checked out overnight only. Overdue fines are .10 cents per day for regular material and .25 cents per day for reference material. Full replacement price will be charged for all lost books.

STUDENT DROP OFF PROCEDURES

1. Drop off your child on campus. Do not stop or park at red curbs or where there are “No Parking” signs. The Santa Ana Police Department will issue citations for illegal stopping, parking, or improper U-turns.
2. Students are not to cross the street illegally in front of the school. They must cross only at an intersection or a marked crosswalk.
3. At the end of each school day students are to either be under the direct supervision of a staff member or under direct supervision of the Boys' and Girls' Club of Santa Ana. ALL OTHER STUDENTS MUST LEAVE CAMPUS BY 2:45 p.m. Failure to abide by this rule will result in disciplinary action.
4. Students should not be on campus before 7:15 a.m. Dismissal times will be posted at orientation and will be handed out to students when the new school year begins.

MORNING PROCEDURES

1. Parents may drop off their student(s) at the student unloading zone directly in front of the school office.
2. Parents may enter the Parent Parking Lot, park and allow the student to exit the vehicle. Please watch as your child crosses the street to enter the vehicle.

In the interest of safety, do not drop off students in the Bristol Marketplace or on 21st Street.

IMPORTANT NOTICE: PLEASE DO NOT USE THE ACCESS ROAD LOCATED BEHIND THE COMMERCIAL BUILDINGS AND ALONG THE BACK OF THE SCHOOL. THIS AREA MUST BE FOR THE PRIMARY USE OF COMMERCIAL DELIVERY TRUCKS.

AFTER SCHOOL PROCEDURES

1. Parents may wait for the student in the student loading zones in front of the school.
2. Parents may wait for students in the Underground Parking Lot.
3. Do not pick-up students at the Bristol Market Place. Do not encourage your child to wait in the surrounding business area for you to pick them up. This causes traffic problems for the business area and behavioral problems for the school.

BICYCLES

The school provides a bicycle compound, which is locked after school begins, and reopened before school lets out. Students are required to lock their own bicycles in the bicycle compound. Students are not to lock their bike to another students’ bike. Bicycles are not to be ridden anywhere on campus. Repeated violators can be referred to the office.

Bicyclists are reminded they are responsible for obeying all traffic regulations. Students must wear and fasten safety bicycle helmets.

SPECIAL NOTE: The Santa Ana Unified School District is NOT responsible for property that is damaged, lost, or stolen bicycles or other property as a result of placing them in the compound.