TURLOCK UNIFIED SCHOOL DISTRICT

2026-2027

Handbook

Wakefield Elementary School
Two-Way Bilingual
Immersion Program

Maria Vigil, Ed.D, Principal
Raman Sanghera, Assistant Principal
Anel Lopez, MTSS Site Specialist

400 South Avenue
Turlock, CA 95380
209-226-6300



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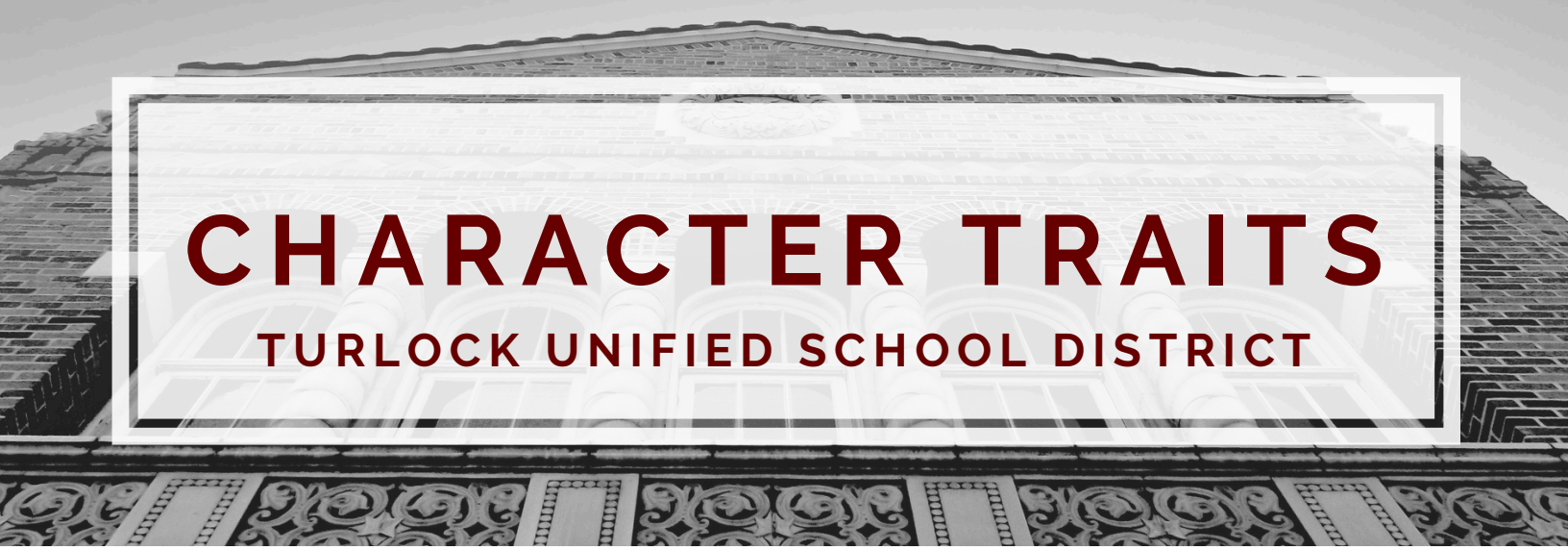
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July 1, 2026

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CHARACTER TRAITS

TURLOCK UNIFIED SCHOOL DISTRICT

AUG

KINDNESS

Kindness is acting with understanding, generosity, and care.

SEP

RESPECT

Respect sees the good in people and things & treating them with care.

OCT

RESPONSIBILITY

Responsibility is taking action and understanding the impact of our choices.

NOV

GRATITUDE

Gratitude is choosing to appreciate the people and things in our lives.

DEC

EMPATHY

Empathy is one way we can show Kindness; understanding and connecting to other people's feelings.

JAN

PERSEVERANCE

Perserverance is what happens when you keep trying, even when challenged.

FEB

HONESTY

Honesty is being truthful in what we say and do.

MAR

COOPERATION

Cooperation is working together to reach shared goals.

APR

COURAGE

Courage is choosing what is helpful, right and kind, even in the face of adversity.

MAY

CREATIVITY

Creativity is using your imagination to create something new or solve a problem.

Character is Our Strength

TUSD
Turlock Unified School District

Turlock Unified School District

BELIEFS

We believe that

- Every person is unique and has equal worth.
- Every person can be a successful learner.
- People are responsible for their actions.
- The family experience has a profound impact on the development of the individual.
- Honesty and integrity build trust in all relationships.
- Motivation, hard work, and persistence are necessary to achieve full potential.
- High expectations yield greater levels of performance.
- A quality education enriches lives by creating and expanding opportunities.
- The positive actions of role models inspire people to excel.
- Service to others is vital in building a thriving community.

MISSION

The mission of the Turlock Unified School District, a premier progressive educational system, is to ensure all students graduate as self-motivated, responsible citizens equipped to compete successfully in an ever-changing global society by delivering effective instruction that engages all students to reach their individual potential and highest achievements within a safe and caring student-centered environment in partnership with our families and diverse community.

Bernell Street

Wakefield Elementary School

2026-2027 School Map

400 South Avenue
Turlock, CA 95380
(209) 226-6300 Fax:
(209) 668-3945

Instructional Schedule

TK & Kinder: 8:35 am - 2:14 pm (M,T,TH, F) Gr 1-6:
8:35 am - 3:14 pm (M,T,TH,F)
Gr TK-6: 8:35 am - 12:24 pm (Wednesdays)

Lunch Schedule

M,T,TH,Fri

11:05 - 11:45 TK & Kinder
11:30 - 12:10 Grade 1 & 2
12:10 - 12:50 Grade 3 & 4
12:30 - 1:30 Grade 5 & 6

Lunch Schedule

Wed

10:20 - 11:00 Grade 1
10:40 - 11:20 Grade 2
11:00 - 11:40 Grade 3 & 4
11:40 - 12:20 Grade 5, 6 & TK/K

Bus Stop

RM 39 TK

RM 38 Preformal

Dean's List

Kinder/ Staff RR | RM G1 Kinder | RM G2 Kinder | RM G3 Kinder | RM G4 Kinder | RM G5 TK

RM 37 ELOP | RM 36 Preformal

RM 33 Wildcat Den | RM 32 1st | RM 31 1st | RM 30 1st | RM 29 1st

Wildcat Hall

Master's Hall

Resource

RR 1st/2nd

RM 35 Music | RM 34 3rd

RM 19 2nd | RM 20 2nd | RM 21 2nd | RM 22 2nd | G / B

Doctorate Hall

Chancellor's Hall

RM 60 Preformal

RM 61 Preformal

Legend:

Outdoor Sidewalks
Indoor Hallways

Multi-purpose Room **(Cafeteria)**

Copy Room | RM 15 Staff Lounge | RM 16 PD Room | RM 17 3rd | RM 18 3rd

M | W

University Way

Digital Drive

RR 3rd/4th

B | G

Kitchen

Nurse/Health Closet | Custodian | RM 11 Art | RM 12 Intervention | RM 13 6th | RM 14 Resource

Data RM | Office C | Office D

Staff RR | Office C | Office E

Office B | Office F

Office A | Office G | Office H | Storage | Storage

RR 5th/6th

G | B

RM H5 State Headstart | RM. H6 State Headstart

RM H4 State Preschool

RM. H3 State Preschool

Headstart/State Preschool

RM 26 Book Room

HS/PS Conference RM

RM H2 Headstart

HS/PS Office Huerta

RM H1 Headstart

Exit

Mail Room

Health | OFFICE | Principal | Asst. Prin. | MTSS.

College Court

Rm. 10 Librar

Degree Hall

Staff Parking

RM 2 | Work Room | RM 3 5th | RM 4 5th | RM 5 5th | RM 6 4th | RM 7 4th | RM 8 4th | RM 9 4th

S. Orange Street

Martinez Street

South Avenue

Bus Stop

updated 5/20/26

Wakefield Elementary

Maria Vigil, Ed.D, Principal
Raman Sanghera, Assistant Principal

August 1, 2026

Dear Parents/Guardians of Wakefield Elementary Students,

I am excited to welcome you to the 2026-2027 school year! I look forward to a continuation of the work we do in support of our families, staff and students of Wakefield Elementary.

Wakefield Elementary and our staff is committed to ensuring all of our students have access to high quality instruction, empowering our students to achieve academic excellence. To do this, we ask for your partnership in ensuring your student(s) are at school on a regular basis, ready to learn!

At Wakefield Elementary we are proud to have served generations in our community for many years, inspiring learning for growth and empowering scholars to make a positive impact on our community. Wakefield staff collaborate with students and families to recognize and promote positive behavior. Our primary goal is to do what is best for students by providing a safe and nurturing learning environment. Wakefield staff builds positive relationships with students and families to ensure both academic and social success.

Parent involvement is critical to the success of our students, and we invite you to partner with us as we develop and strengthen our students' academic, social and behavioral skills. We encourage you to attend meetings and events and participate in programs and activities at our site.

This handbook is designed to serve as a guide concerning the policies and regulations of our school and the school district. These guidelines provide the structure necessary to ensure that Wakefield Elementary is a safe and effective learning environment. Please read and discuss this handbook with your child and keep it as a reference throughout the year.

Please feel free to contact our office should you have any questions or concerns.

Sincerely,
Dr. Maria Vigil
Principal
Wakefield Elementary

400 South Avenue • Turlock, CA 95380 • Phone 209.226.6300 Fax 209.668.3945

Stay Connected with Family Link

TUSD Family Link parent portal provides parents with access to their student academic information including grades and assignments as well as simple steps to update student data and approve annual authorizations online. Creating an account is as easy as providing your email address to your school office which will be followed by an email with the Family Link logon information.

Get Your Child Off to a Great Start!

GETTING A GOOD START

Make sure your child gets a good night's sleep and a nutritious breakfast before coming to school so he or she can be alert and ready to learn. Please send your child to school with a positive attitude. Happily, greet him or her after school and ask about the events of the day.

ATTENDANCE

Attending school every day and being on time is very important! Good school habits begin in elementary school. I**f your child must stay home due to illness, please call the school office at 209-226-6300.** Parent Square Messenger will automatically call your residence if we do not hear from you before 9:00 am. Please understand that tardies are a disruptive source for other students. Students should arrive five (5) minutes before school starts. Excessive tardies/absences may result in a SARB Referral or letter from the principal. Absences in excess of three (3) days may require a doctor's note. If you know your child will be absent from school five (5) or more days, please contact the school office in advance.

School Attendance Review Team will meet families who have excessive tardies or absences to help support regular and on time attendance.

Remember, every one (1) day your child misses puts him two (2) days behind classmates.

INDEPENDENT STUDY CONTRACTS

When you are planning a trip that will require your child to be absent from school for **three or more days**, please contact the school in advance. We will give work for even 1 day of absence, but in order for the school to receive credit, the absence must be 3 -20 days.

> Your child will be **issued schoolwork to be done** while he/she is away from school. This will allow him/her to continue with studies while away from the classroom and **receive credit** for the schoolwork.

- According to the State of California guidelines, the student must complete **all the work that was assigned to him/her toreceive full credit.**
- Please contact your child's teacher at least three (3) school days before you leave so that an Independent Study Contract may be prepared forhim/her.

WAKEFIELD CODE OF CONDUCT

At Wakefield, we take student behavior and safety very seriously. All students will be asked to follow the Wakefield Code of conduct. We will follow our tiered behavior flow chart which may include the following:

- Toolbox Lessons
- Character Lessons
- Social Skills Groups
- Counseling and/or Referrals to Outside Supports
- Parent Communication
- Positive Behavior Intervention
- Classroom Management
- Home Visits
- Daily Check-in/Check-out

PARENT COMMUNICATION

Report cards go home three times a year. The first one is given at a parent conference. The mid-year report card has no scheduled conference, but parents with questions or concerns are encouraged to call the school and schedule a meeting with their child's teacher at any time during the year. Teachers often phone home or send notes with good news as well as during times when parental support is needed to solve a problem.

Phone calls from parents/guardians will not be passed through to the classroom during school hours. The office staff will gladly email or get messages to the teachers or students during lunch or after school.

SCHOOL SITE COUNCIL

The School Site Council (SSC) is composed of the principal, teachers, parents and other school staff with voting members equally divided between staff and parents. SSC plans, monitors and evaluates the activities and expenditures for programs operated at the school to improve student achievement. Notices of meetings are posted. Meetings are open to all parents.

FOOD POLICY

On the recommendation of the Stanislaus County Health Department, all foods provided for classroom parties and celebrations must be commercially prepared and purchased from a licensed retail store or bakery. No home baked or homemade foods will be allowed. The Turlock Unified School District (TUSD) is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating. TUSD adopted a "Wellness Policy" that supports healthy choices for all students. In alignment with the District's Wellness Policy and federal and state regulations, all foods and beverages provided to students outside of the reimbursable school meal program during the school day must meet the Smart Snacks in School nutrition standards established by the USDA and implemented by the California Department of Education.

Smart Snack Standards require foods:

- Meet specific limits on calories, fat, sugar, and sodium
- Be whole grain-rich, or have a fruit, vegetable, dairy, or protein food as the first ingredient
- Portion sizes based on grade level

All foods must be properly packaged and labeled with a Nutrition Facts panel or ingredient statement to verify compliance. All fundraisers conducted during the school day must also comply with Smart Snacks nutrition standards and the District Wellness Policy. TUSD strongly encourages healthy choices for celebrations and class parties.

LUNCH PRICES

Meals will be offered to all students at no cost for SY 2026-2027. Lunch applications are no longer required to participate in the meal program. However, TUSD will request that parents complete TUSD Household Family Survey which provides important information to our district in planning student services and programs. Students who wish to purchase extra items such as a milk or bottled water (where applicable) will need to create an online payment account with MySchoolBucks.

Parents can make payments to their child's meal account 24/7, 365 days a year, view cafeteria purchases, track meal account balances, set up low-balance email reminders, and schedule recurring payments all online! Visit www.myschoolbucks.com to create an account today.

All students who wish to purchase milk are encouraged to take a reimbursable meal, which includes milk, entree, and/or fruit/vegetable, at no cost. To qualify for SUNBUCKS benefits, parents are encouraged to complete the Universal Benefits Application, which helps determine eligibility for additional support programs; in California, SUNBUCKS provides eligible families with additional funds to support student meals. Parents can make payments to their child's meal account 24/7, 365 days a year, view cafeteria purchases, track meal account balances, set up low-balance email reminders, and schedule recurring payments all online! Visit www.myschoolbucks.com to create an account today. All students who wish to purchase milk are encouraged to take a reimbursable meal, which includes milk, entree, and/or fruit/vegetable, at no cost. To qualify for SUNBUCKS benefits, parents are encouraged to complete the Universal Benefits Application, which helps determine eligibility for additional support programs; in California, SUNBUCKS provides eligible families with additional funds to support student meals.

TRAFFIC

Students are required to use crosswalks when walking to school. Students are expected to obey all rules for pedestrians as well as specific directions given by crossing guards. Adhering to traffic laws, posted signs, directions given by crossing guards and taking great caution while driving will help ensure the safety of all children. Please do not drop off in the middle of the street or in a red zone.

All students are expected to:

- ✓ Obey the crossing guard
- ✓ Cross the street when it is safe and use crosswalks.
- ✓ Cross only in the designated crosswalks.

BIKE, SKATES, ROLLER BLADE AND SCOOTER RULES

All students are expected to abide by the following rules:

1. Upon arrival at school, bicycles must be placed in the designated area.
2. California law states: A person under 18 years of age shall not operate a bicycle, a non-motorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride upon a bicycle, a non- motorized scooter, or a skateboard as a passenger, upon a street, bikeway, as defined in Section 890.4 of the Streets and Highways Code, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC), or standards subsequently established by those entities. This requirement also applies to a person who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle.
3. All bicycles should be individually locked in bike racks and licensed with the Turlock Fire Department and/or Turlock Police/Community Services. There is no supervision of the bicycle area when school is in session. Bicycles are parked on school grounds at students' risk. Students are encouraged to securely lock their bicycles. The school is not responsible for lost or stolen bicycles.
4. Students must not tamper with bicycles, nor loiter around bicycle racks. Doing so puts students at risk of being accused when things are missing.
5. Students are not to loan or borrow bicycles.
6. Bicycles are to be parked on school grounds.
7. No riding double – one person only on each bike. Ride with the traffic in the designated bicycle lanes.
8. Roller blades must be removed off school grounds and not worn to the classrooms.
9. Scooters, skates, and/or bicycles may not be stored in the office.
10. Bicycles, roller blades, scooters, skates and skateboards may not be ridden at school at any time including after school and on weekends. (Turlock City Ordinance 4-14.204 ET sec.)

MOBILE COMMUNICATION DEVICES (Board Policy 5131.8)

To support a focused learning environment, students in grades TK – 8th students shall not use smartphones, smart watches, smart glasses (wearables) or any other mobile communication device upon arrival on campus at school and through dismissal. Recognizing parents' desire to monitor their students' location, students may have their devices turned on, but must be on silent (no vibration) and stored in a backpack, bag, or purse (not on the person). In case of emergency or any other urgent need to communicate with children, parents are encouraged to contact the school office. Students needing to contact their parents for any reason shall seek permission from the administration office to make the call.

Exceptions are allowed in emergencies, for medical needs (with a doctor's note), if required by an Individualized Education Program (IEP), or with specific permission from a teacher or administrator. Unauthorized use may result in device confiscation and/or disciplinary action. The school is not responsible for lost, stolen, or damaged devices. Let's keep our focus on learning and growing together! For the full policy, see BP 5131.8.

SCHOOL-WIDE BEHAVIOR PLAN

Students at Wakefield School deserve a positive and safe learning environment. Our students will be taught the rules in a fun, fair and consistent manner.

-School begins at 8:35 am. The tardy bell rings at 8:35 am. Students should not arrive before 8:05 am if they are not eating breakfast at school.

- Once a student arrives, he/she may not leave unless checked out from the office by the parent/guardian.

- Students arriving late to school must report to the office before going to class.

Children must:

- Remain on campus in assigned areas during school hours.
- Respect public and individual property.
- Respect the rights of others.
- Use appropriate language and gestures.
- Keep hands, feet and objects to self. (Fighting is prohibited.)
- Respect school officials and follow their instructions.
- Complete all assigned class work and homework.
- Be punctual and attend school regularly.
- Remove roller blades, pick up skateboards, and walk bikes and scooters because they are not allowed to be ridden on campus at any time according to City Ordinance TMC 4-14-204 and TMC 4-14-301.

CLASSROOMRULES

Posted classroom rules will be posted

RESTROOM RULES

- Primary children will walk to the restroom in pairs.
- Children will always keep the restrooms neat and clean. Children are to report to their teachers, yard duty supervisor, or administrators when restrooms need additional supplies or cleaning.
- Proper behavior will be always used.

PLAYGROUND RULES

- Play cooperatively with other children.
- Play where yard supervisors can see you; follow their instructions.
- Walk unless involved in a supervised game or athletic activity.
- Use playground equipment for their proper purposes only.
- Carry equipment to and from the playground.
- Clear the yard quickly when the bell rings or a signal is given.
- Play equipment will be furnished by the school (except baseball gloves). DO NOT BRING BATS!
- Nutritious snacks are encouraged. Snack time is always supervised.
- Equipment from home is allowed only at the teacher's discretion.
- Football is allowed with the following guidelines: one hand touch only.
- NO TACKLING whatsoever!
- Keep games small; start a second game if too many become involved.
- Play only on grass.
- No interfering allowed.
- No tag or horseplay (wrestling, play fighting, etc…)

PLAYGROUND EQUIPMENT RULES

- One person at a time on slides and rings. Stay to the right.
- Wait your turn; keep hands to yourself.
- Slides: feet first, down only.
- Use two hands on the bar slide.
- Walk around equipment, no tag!
- Bark stays on the ground.
- 4th -6th grade students may not play on the equipment during primary break time.
- Students must stand in line and go from the tall bars to short bars (from asphalt to building side).
- When students land at the end of the bars, they are to get off and go to the end of the line.

STUDENT APPAREL

Wakefield students are encouraged to wear Spirit shirts on Fridays. Turlock Unified School District guideline s for student school apparel: apparel that causes disruption to the teaching/ learning environment or is a safety hazard is inappropriate for school and shall not be worn.

WHAT ARE THE POSITIVE REWARDS FOR FOLLOWING WAKEFIELD RULES?

Rewarding students'' positive choices is the most important element of the Wakefield School behavior program. When a student chooses to obey the rules, the following positive consequences are awarded:

- Character Awards One student each month from each class in grades TK-6 is recognized at monthly Character Award assemblies and treated to a pizza luncheon.
- Students of the Month Two students in a specified grade level each month have their photos printed in The Turlock Journal.
- Classroom/Teacher Awards Teachers use a variety of positive ways to reward appropriate behavior.
- Wildcat Bucks Staff will award students with Wildcat Bucks for positive behavior.

WHAT ARE THE NEGATIVE CONSEQUENCES FOR NOT FOLLOWING THE RULES? Character violations will be issued to students who choose not to follow the school-wide rules. The teachers, support staff and administrators may issue character violations. Any student who engages in a severe infraction which disrupts or endangers the safety of the others may be sent to the principal for a consequence deemed appropriate by the administrators.

DETENTION POLICY

The teacher may assign detention when a student has not followed classroom rules according to the classroom system. Please refer to classroom behavior policy sent home by the teacher.

An administrator may assign detention and/or out of school suspension of the violation of the discipline code, while the student is in the classroom, on the bus, on the playground, in the cafeteria, coming to and from school and/or any other time the student is not in the classroom.

The administration will follow the Elementary Schools Code of Conduct Chart when administering consequences for inappropriate behavior. Certain violations may result in recommendation for expulsion. A parent conference is strongly encouraged following any suspension.

DETENTION PROCEDURES

The teacher schedules parent conference when a student exhibits problematic behavior that does not improve. Administrators may be invited to attend these conferences. Mandatory parent conferences with an administrator are to be scheduled by the teacher when a student receives eight (8) detention notices.

AFTER-SCHOOL PROGRAMS

Wakefield School offers an after-school program that follows its own attendance policy.
The "ELOP" program meets in the cafeteria Monday-Friday from 3:14-6:00 pm and from 12:24-6:00 pm on minimum days.

WAKEFIELD ACADEMIC EXPECTATIONS

The staff at Wakefield has high expectations for all students and believes that if students work hard, they can be successful. In addition, Wakefield staff will provide all students with the academic and social skills necessary to succeed. As a result, all Wakefield students will have the opportunity to graduate from high school and pursue post-secondary education.

WAKEFIELD CHARACTER PLEDGE

I Pledge to be a person of CHARACTER. I will be worthy of TRUST. I will be RESPECTFUL and RESPONSIBLE, doing what I must. I will always act with FAIRNESS. I will show that I CARE. I will be a good CITIZEN and always do my share. Character Counts at Wakefield!

SEXUAL HARASSMENT

BP 5145.7(a)

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Title IX Coordinator/Compliance Officer

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee investigate, and/or resolve sexual harassment complaints processed under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Title IX Coordinator Director of Student Services
1574 E. Canal Drive, Turlock, CA 95380
(350) 206-3900 (option 2, 2)

NOTICE OF NONDISCRIMINATION

The Turlock Unified School District is committed to equal opportunity for all individuals. The District prohibits discrimination, harassment, intimidation and bullying based on actual or perceived race, creed, religious beliefs, religious creed, marital status, pregnancy, veteran or military status, medical condition, genetic information, ancestry, age, disability, gender, gender identity, gender expression, nationality, color, race or ethnicity, religion, sexual orientation, the presence of any sensory, mental or physical disability or association with a person or a group with one or more of these perceived or actual characteristics. TUSD shall promote programs which ensure that discriminatory practices are eliminated in all acts related to school activity, programs, employment, or school attendance within a school under the jurisdiction of the superintendent of the school district.
The District requires that school personnel take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, intimidation, or bullying. Questions or complaints of alleged discrimination should be directed to the Director of Student Services at (350) 206-3900 or 1574 East Canal Drive, Turlock, CA 95380.

Turlock Unified School District

WAKEFIELD SCHOOL ANTI-BULLYING PROTOCOL

"WAKEFIELD WILDCATS WORK IT OUT"

Our school's social vision: **Wakefield Wildcats Work It Out.**

Why we have implemented a school-wide system to stop bullying

Bullying and harassment stand in the way of our social vision and our scholastic habits of respect, empathy and integrity. Therefore, our school has adopted the No Bully System for preventing and responding to harassment and bullying during in-school and after-school programs, on school field trips, school sponsored events, and when students are traveling to and from school. This school-wide system applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school or district, working as contractors, or volunteers pursuant to Turlock Unified anti-bullying policy.

What is bullying?

Bullying occurs when a student, or group of students, repeatedly try to hurt, humiliate or get power over another student in any of the following ways.

- **Physical bullying** is when a person uses physical force to hurt another (e.g., by hitting, pushing, shoving, kicking, taking a student's belongings or stealing their money).
- **Verbal bullying** is when a person uses words, images or gestures to intimidate or humiliate someone (e.g., by taunting, name-calling, teasing, put-downs, insults, threats and blackmail).
- **Relational bullying** is when a person excludes or isolates another person (e.g., through leaving them out, manipulating others against them, or spreading gossip or rumors).
- **Cyberbullying** is when a person or people use their cellphones, text messages, e-mails, instant messaging, the Internet and social media to bully someone in any of the ways described above.

Bullying is different from conflict. Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not using bullying to get power over the other student, our school is committed to helping the students talk it through.

Bullying may at times amount to harassment. It is harassment to target a person on-line or face-to-face because of her or his actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because she or he is associated with a student or group of students with one or more of these actual or perceived characteristics.

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with the student's schoolwork. This is dealt with under Turlock Unified sexual harassment policy.

Our school does not tolerate bullying or harassment for any reason. You are breaking the law if you harass anyone at our school. It is a serious breach of school rules if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

How students can end bullying

Bullying and harassment cause pain and stress to students and are never justified or excusable as "just teasing" or "just playing." When a student stands by doing nothing, or laughs or posts comments on-line when others bully, they are participating in bullying.

The students at Wakefield have agreed to join together to treat others with respect, both on-line and face-to-face so that we keep our campus bully-free.

All students agree to:

- Value differences and treat others with respect both online and face-to-face.
- Tell the bullying student to stop or walk away with target when I or others around me are the target of bullying.
- Talk to any trusted adult on campus, in my home or community if I cannot safely stop the bullying. I will ask the trusted adult for help or use the Star Box which is located in the office.
- Never take revenge or ask someone to hurt a student who has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members who are trained as **Solution Coaches®** to bring together a Solution Team of students to help end the bullying. Most Solution Teams successfully end bullying situations without punishment after three meetings.

Staff, Teacher and Parent Response to Student Harassment and Bullying

Our school follows the No Bully System to prevent and respond to bullying and harassment.

Level 1 – Prevent & Interrupt. All teachers, staff, students and volunteers support a campus-wide system for preventing and responding to harassment and bullying.

- If any teacher or staff member witnesses student aggression or disrespect he or she shall take immediate steps to intervene and redirect students, provided it is safe to do so. Here are some proven responses:
    - Name the behavior for what it is (e.g., "That's a putdown.")
    - Speak to the intention behind the words or gestures (e.g., "That was meant to hurt.") Explain the values that their behavior offends and remind them: Wakefield Wildcats are kind and respectful
    - If any teacher or staff member needs more time, or privacy, to pursue an issue, take it.

- If a parent or guardian knows or suspects that their child is being harassed or bullied, encourage your child to tell the bullying student (or students) to stop or to seek help from any trusted adult on campus. If this does not solve the situation, please notify a trusted adult either verbally or through the Star Box. The school can only help you if you reach out and tell us what is happening.

Level 2 – Check in with target of bullying and notify the Assistant Principal

- All members of school staff are encouraged to watch out for students who appear to be isolated from other students, who are put down by other students behind their back, or who show signs of being bullied.

- If any staff member knows or suspects that a student is the target of bullying or harassment (i.e., it has happened more than once and is likely to continue), he or she shall check in with the student as soon as reasonably possible. If this appears to be bullying, notify the Asst. Principal via email as by the end of the next school day. If this appears to be sexual harassment, follow the school's sexual harassment policy.

- If a student is the target of cyberbullying, please ask the student to take screenshots and/or print any electronic or digital messages and share these with the school and do not pass it on to others.

Level 3 – Solution Team, progressive discipline and other responses. Our school uses a variety of methods to resolve incidents of bullying and harassment:

- **The Asst. Principal may refer the target of bullying to get help from a school Solution Coach.** Solution Coaches are teachers and staff members who have been trained to bring together Solution Teams of students, including bullies, bystanders, and positive students leaders, and without using punishment to bring the bullying to an end. The Solution Coach records progress using a Solution Team Log, files in Google Docs and reports progress to the Asst. Principal and parents of the targeted student.

- **We may use progressive discipline to redirect bullying students depending upon the severity of the bullying**. The site Asst. Principal may meet with the bullying student, and involve their parents or guardians when determining consequences to change behavior. In addition, the Asst. Principal may inform the student that disciplinary consequences can occur if the bullying continues.

- **The Asst. Principal shall document** any reporting of bullying in Aeries Intervention and identify the measures that were taken to end the bullying with the student(s) engaged in bullying behavior, including the use of a Solution Team or progressive discipline with the bullying student.

Level 4 – Implement an Empathy-Building Action Plan
If a pattern of harassment or prejudice is apparent across an entire class or grade, or any other group in the school, the Solution Coach/Administrator may bring together relevant students and school personnel to implement a plan to teach respect for differences and create a supportive peer culture. The Solution Team model can be a very effective change agent.

Timeline for Resolving Incidents of Bullying:

Week One

- The Asst. Principal is notified of bullying or harassment, whether through a student, a parent/ guardian or a teacher/staff.

- The Asst. Principal will attempt to resolve the matter and may refer the student target of bullying to a school Solution Coach to receive the assistance of a student Solution Team. The Solution Coach informs the Parents/guardians of the target.

- The Solution Team holds its first meeting during, before or after school (if this process has been initiated), or alternatively, the Asst. Principal may **use progressive discipline to redirect bullying students** when appropriate.

- The Asst. Principal enters the incident and its resolution in *Aeries Intervention*

Week Two

- The Solution Coach follows up with the target to determine whether the bullying has continued, and whether progressive discipline is needed.

- The Solution Team holds its second meeting (if this process has been initiated) and record on Solution Log.

Week Three

- The Solution Coach checks in with target and invites him or her to attend the third Solution Team meeting (if this process has been initiated).

- Solution Coach notifies the Asst. Principal and parents/guardians of outcome and updates the Solution Log

- In some cases, there may arise the need to implement an empathy-building plan for entire class or grade.

Three Month Follow Up

- A Solution Coach will follow up with the target three months later, regardless of whether new incidents have been reported and file a copy of the Solution Log in Aeries Intervention.

If the school's intervention does not resolve the bullying, the target of bullying or their parent/ guardian should appeal in writing to the site administrator. If the appeal fails to resolve the situation, the parent/guardian may call Director of Student Services at (350) 206-3900 (option 2, 2) or by writing to TUSD District Office, Student Services, 1574 Canal Drive Room WW6, Turlock, CA 95380.

Turlock Unified School District

In partnership with students and parents, the Turlock Unified School District administration and staff requests review of students' attire to ensure it meets the following dress code guidelines before arriving to school:

Students MUST Wear:

- Tops with straps
- Bottom: pants, skirts, shorts, etc. covering buttocks (no micro minis or short shorts with entire thigh exposed)
- Shoes (no backless footwear for elementary students)
- **Secured** clothing that protects and covers personal body parts

Students MAY Choose to Wear:

- Hats, including religious headwear
- Hooded shirts/jackets (over the head is allowed)
- Teachers/staff may direct students to remove/adjust the position of hats/hoods over the head on campus in situations that include, but are not limited to, classroom activities, headphone/earbud use issues, or visual identification of a student's face. This does NOT apply to any headwear worn for religious reasons.

Students CANNOT Wear:

- Clothing that depicts violent language or images
- Clothing that includes, but is not limited to hats, shoes, headgear, belts, shirts, pants, piercings, key chain holders that are deemed a potential threat to student and/or staff safety
- Clothing accessories that can create a danger to other students on campus or at school events (spiked neck or wrist bands, pointed rings, large medallions, heavy or long chains, and other hazardous objects).
- Clothing that illustrates images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same
- Clothing that displays hate speech, profanity, pornography
- Clothing that includes images or language that create a hostile or intimidating environment based on any protected class
- Clothing that is sheer or see-through, (clothing must be opaque)
- Visible underwear, bralettes, bandeau tops, sports bras, or backless shirts including “tube tops”
- Unsecured clothing that allows personal body parts to be visible with movement or contact
- Helmets, hoods, or other headgear that obscures a student's identity (except as a religious observance)
- For identification purposes, a student's face must be clearly visible, including when taking school photos; this may require removal of a hood and/or hat

Examples of clothing deemed a potential threat to student and/or staff safety:

- Pants oversized at the waist such as folded in at the waist or belt line (e.g. student with a 32” waist should wear pants no larger than 32” waist)
- Wearing pants below the waistline (sagging)
- Steel-toe combat style boots
- Jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire worn or carried on campus, or at school activities, that may be intimidating to students/staff
- Solid red or blue items including, but not limited to, scrunchies, belts, shoelaces, and beanies
- Predominately red or blue shirts or sweatshirts (two or more articles of clothing)
- Red or blue items hanging over the shoulder or out of pockets
- Red or blue apparel exposed under any shirt or collar
- Non-team color or intimidating hats, knit caps, baseball-type caps, or head gear
- Bandanas, red or blue belts, red or blue shoelaces, or red or blue rags

Connect With Us

https://wakefield-turlockusd-ca.schoolloop.com/

@wakefield_elementary