

# HESPERIA UNIFIED SCHOOL DISTRICT

**2017-2018**

*Superintendent*

**Dave Olney**

*Deputy Superintendent*

**Jovy Yankaskas**

*Assistant Superintendent - Educational Services*

**Robert McCollum**

*Assistant Superintendent - Business*

**George Landon**

*Assistant Superintendent - Personnel*

**Karen Kelly-Pelayes**

# Hesperia Unified School District

## Vision Statement

The vision of Hesperia Unified School District is to establish a learning environment that inspires, challenges, and prepares our students and families with the passion and intellectual power to make positive life choices and become architects of their future in a democratic American society.

## Core Values

1. We are absolutely committed to providing a distinguished and challenging learning environment that ensures excellence and achievement for all our students.
2. We believe it is our responsibility to spend the funds entrusted to us to obtain the greatest educational opportunities for our youth while maintaining financial accountability and a prudent reserve.
3. We believe in recruiting and retaining highly qualified employees who maintain high moral and ethical character and consistently exhibit a positive example, exemplary attitude, genuine caring and enthusiasm which promote long-term stability and quality in our educational programs.
4. We believe in promoting strong partnerships and regular communication with parents and community members to help our students maximize their individual potential.
5. We believe that student and staff should be housed in learning and working environments that are clean and safe.
6. We believe in principled relationships and meaningful negotiations with employee groups which advance student achievement as well as both employee and district interests

# **Mesquite Trails Elementary School Comprehensive Schools Safety Plan**

## **Mission Statement**

The mission of Mesquite Trails Elementary is to inspire and educate a school of leaders and learners to reach their full potential in a safe, positive environment.

# INTRODUCTION - SCHOOL PROFILE

According to the California Constitution, Article II, Section 28 (c) "...All students and staff primary, elementary, middle, and senior high school have the inalienable right to attend campuses which are safe, secure, and peaceful..."

Mesquite Trails Elementary School was opened July 1, 1997, and is part of the Hesperia Unified School District. Our mission for the school reflects our desire to "...inspire and educate ... in a safe, positive environment."

Mesquite Trails Elementary School has established a School Site Council (S.S.C.), Parent Teacher Club (M.T.P.C.), and English Learner Advisory Committee (ELAC) to promote school community involvement and foster communication between our parents and staff members. A Safe School Committee has also been formed to coordinate a Safe School Plan that will provide the appropriate environment needed to service students' needs at all times and address parents' concerns for their children's safety.

## **School Crime Status and Reporting**

<u>DATE</u>	<u>DR #</u>	<u>CODE</u>
<u>11/7/2016</u>	<u>16-11-015</u>	<u>INCIDENT</u>
<u>10/7/2016</u>	<u>16-10-015</u>	<u>INCIDENT</u>
<u>12/22/2016</u>	<u>16-12-044</u>	<u>PC 459</u>

## **Personal Characteristics of Pupil & Staff**

Mesquite Trails has an approximate enrollment of 932 students in Transitional Kindergarten through Sixth Grade. The ethnic makeup of the pupil population is 62% Hispanic, 2% Black, 10% Caucasian, and 26% undefined. Our students have a variety of life experiences.

## **Curriculum and Educational Activities**

At Mesquite Trails, we commit to teaching the English Language Arts, Mathematics, Social Studies, and Technology standards with fidelity. We will fully implement Cognitively Guided Instruction, Balanced Literacy (including: Academic Vocabulary, Super Six Comprehension Strategies, and Write...from the Beginning), Professional Learning Communities, daily EL instruction, teaching healthy choices, and Daily 5.

Mesquite Trails offers opportunities for students to participate in after-school activities. These include our After School Activities Program (ASAP), tutoring, and enrichment clubs. We also host a variety of family friendly curricular activities after school, such as Fall Round-up, the Drama Club's Annual Holiday Play, Father/Daughter and Mother/Son dances, and Mesquite Trails' Annual Talent Show. We invite parents into the school to develop a sense of family and partnership, through the SSC, ELAC, MTPC, and embracing parent volunteers in the classroom.

Mesquite Trails' staff provides opportunities and additional activities open to students such as Festival of the Arts, Young Authors, Science Fair, Clue Me In, Associated Student Body (ASB), and Yearbook.

# PHYSICAL ENVIRONMENT

## **The Schools' Location and Physical Environment**

Mesquite Trails is located in the Hesperia area of San Bernardino County that has a high crime rate and an average poverty level. The immediate area around the school includes single family dwellings.

## **Description of School Grounds**

The school site encompasses 10 acres. There is one main building with a covered cafeteria located in the center. There is also a kindergarten building and several portable classrooms. The playground is grass, concrete and asphalt and includes basketball and volleyball courts, swings and play equipment, a long jump pit, and a track. Mesquite Trails is completely enclosed by a fence with gates which are kept locked during school hours. There are several clusters of classrooms including 21 permanent classrooms and 18 re-locatable classrooms. Other ancillary structures include: office, cafeteria, restrooms, music room, storage rooms, multi-purpose room, and library.

During the school day, staff members and administrators shall provide campus supervision. Identified problem areas receive increased supervision to reduce discipline, crime, or other school safety concerns.

It shall be the practice of Mesquite Trails to remove all graffiti from school property before pupils arrive to begin their school day. Other acts of vandalism are promptly addressed.

## **Maintenance of School Buildings/Classrooms**

Mesquite Trails is well maintained, providing our students with a clean, safe, effective, learning environment. Maintaining a clean and safe environment is a point of pride for our school. District personnel periodically examine the school's physical facility and help eliminate obstacles to school safety. Additionally, health and fire department inspectors contribute to school safety.

The classrooms are monitored for safety and appearance by the administration and individual classroom teachers. Our students take pride in the appearance of the school.

## **Internal Security Procedures**

Mesquite Trails' crime statistics reflect a total of 3 crime incidences reported for 2016-2017 school year. Keeping reportable crimes at a minimum requires constant vigilance. Our school has created a Safe School Committee and is implementing

Positive Behavior Intervention and Supports (PBIS) to evaluate student safety and develop both behavior and disaster plans. School-wide expectations have been established and are posted throughout the school. Signs are visible in the cafeteria, arrival/pick-up area, playground, and restrooms with expectations specific to the designated area.

Mesquite Trails maintains a copy of the district's sexual harassment policy in the office and the policy is available upon request. The District's Sexual Harassment Policy contains dissemination plans, applicable definitions, reporting requirements, investigation procedures, enforcement regulations, and information related to suspension and/or expulsion for sexual harassment of or by pupils. Additionally, a notice summarizing this sexual harassment policy appears in the Parent's Rights handout and the *Parent Student Handbook*. The parent student handbook is distributed at the beginning of each school year to all parents and students. A current copy of the handbook is on our website, a hard copy is in the office, and additional copies are available upon request.

Included in this Safe School Plan is a school map established by the School Site Council indicating safe entrance and exit areas for students, parents, and school employees.

Our campus is secure, with only one available entrance and exit during the school day. To ensure the safety of students and staff, all visitors to the campus, except students of the school and staff members, shall register immediately upon entering any school building or grounds when school is in session. District employees, not assigned to Mesquite Trails shall wear appropriate identification badges while on campus conducting business. During after school hours, our alarm system is active.

Discipline procedures shall focus on finding the cause of problems and working with all concerned to reach the proper, lawful solutions. The school's discipline plan begins at the classroom level. Teachers use a visible classroom management plan to communicate classroom rules, promote positive student conduct, and reduce unacceptable conduct. Appropriate consequences are administered based on the seriousness of the student's misbehavior.

Student conduct standards and consequences for Mesquite Trails specifically described in this Comprehensive Safe School Plan include: (a) the adopted school discipline rules and procedures, (b) District Disciplinary Guidelines, and (c) the adopted school-wide dress code.

Students may be suspended, transferred to another school, or recommended for expulsion for certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration of Mesquite Trails.

Site administrators contribute to a positive school climate, promote positive student behavior, and help reduce inappropriate conduct. The principal/designee uses available district and other appropriate records to inform teachers of each pupil identified under E.C. 49079.

Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment. Mesquite Trails' employees comply with all legal mandates, regulations, and reporting requirements for all instances of suspected child abuse.

Community involvement is encouraged to help increase school safety. The Mesquite Trails Safe School Committee has established procedures to implement in the event of an emergency. Our M.T.P.C. regularly inventories and updates our emergency canisters and replaces supplies as needed.

Our school has an active Social Committee that plans activities for staff members, acknowledges birthdays, marriages, births, and expresses sympathy. Again, the M.T.P.C. is highly involved in developing school spirit by supporting our daily student incentives, coordinating parent volunteers to support classrooms, and organizing fundraisers to support school programs.

Mesquite Trails has an emphasis on building positive school culture through implementation of Fall Round-up; Father/Daughter and Mother/Son dances; Eagle Pride events; Safe, On-Task, Always Respectful, and Responsible (SOAR) activities and incentives; Color Run; and Field Day. The hard work and dedication of all stakeholders: the staff, students, MTPC, and members of the community allow our site to excel in creating a 21<sup>st</sup> Century learning environment that helps children grow emotionally, socially, physically, and academically.

During the 2010-2011 school year, the MTPC purchased a new digital marquee for the school. This has improved our ability to communicate the most current information on news and events with the school to our parents and the community. We have also implemented the regular use of the district Connect-Ed phone calling system to communicate with our families regarding upcoming events. This school year we purchased the School Info App to enhance our parent-school communication. It operates in conjunction with our website and makes the information easily accessible for our parents.

# SCHOOL CLIMATE

## **The School's Social Environment**

Leadership at Mesquite Trails is a shared process. A proactive role is assumed in all phases of the school operation. The current management team is committed to developing Mesquite Trails toward excellence in the areas of academic and social behavior.

The principal sets a positive tone for the school, guides the staff, and works closely with them on curriculum and school safety issues. The school site's organizational structure is open and flexible, contributing to sensitivity concerning school safety issues and promoting a safe, orderly school environment conducive to learning.

## **Disaster Procedures, Routine and Emergency**

A contingency plan for emergencies is contained in a handbook available to each staff member. The District's Emergency Disaster Plan - **EDP** has been developed and provided as a separate document for each school site within the Hesperia Unified School District. The plan is reviewed at the beginning of each school year. This plan also contains information regarding available district and outside agency resources, emergency disaster procedures, and information on both Standardized Emergency Management System (SEMS) and National Incident Management Systems (NIMS).

## **Classroom Organization and Structure**

Mesquite Trails' teachers provide a varied learning environment in their classrooms. Teachers use a variety of teaching strategies including: Cognitively Guided Instruction, Balanced Literacy (including: Academic Vocabulary, Super Six Comprehension Strategies, and Write...from the Beginning), daily EL instruction, teaching healthy choices, and Positive Behavior Interventions and Supports.

The teachers at Mesquite Trails are highly qualified, with many teachers holding advanced degrees. All teaching staff has been trained in the PLC process. The staff is united in their desire to provide quality education for all students. Classrooms and teachers provide safe, orderly learning environments, enhance the experience of learning, and promote positive interactions amongst students and staff. Instructional time is maximized and disruptions are minimized.

## The School's Cultural Environment

There is a high level of cohesiveness among the staff members at Mesquite Trails. Cooperation and support between teachers and the administration is evident. Efforts are made by the administration and staff to show concern for all students.

All students are expected to behave in a manner that promotes safety and order. Students are encouraged to bring problems to the principal, assistant principal, teacher or other staff members. The everyday goal is for the staff to be proactive rather than reactive in all situations of concern.

Our school culture continues to evolve as we grow and change demographically. There is a strong sense of spirit, cooperation, and ownership among our school family.

Mesquite Trails Elementary has awards assemblies each semester to recognize academic achievement and growth. Every Friday is School Pride Day, and we acknowledge a School Spirit Class of the Week for the primary and upper grade classes with the greatest percentage of students wearing school colors. With support from various businesses in the community, we are able to present incentive certificates to students in recognition of certain accomplishments, including perfect attendance and academic achievement.

Students are also recognized through SOARing Eagle positive referrals. Through implementation of PBIS, staff members refer students who SOAR above and beyond Mesquite Trails' universal expectations of being Safe, On-Task, Always Respectful, and Responsible. SOARing Eagles are recognized during the morning announcements. Students receive a certificate and a book, receive a positive phone call home, have their picture taken and displayed on the SOARing Eagles bulletin board in the office, and their first name is displayed on the digital marquee (with parent permission). This has helped tremendously to create a positive school culture that rewards positive behavior. Students can also receive SOAR Bucks from the staff. They have opportunities to use the SOAR Bucks they have earned to purchase items from the SOAR Store once every other month.

The staff also models this positive movement by recognizing each other with an "Eagle Eye Award" as a token of appreciation. These are announced in the staff's bulletin - the *Weekly Breeze*.

Teachers utilize student input in planning and evaluating units of study through the Professional Learning Community (PLC) process. Through this process, students are asked to analyze data, reflect on the teaching methods that best help them learn, and set achievement goals for themselves and their class. Teachers are also

involved in this process at the school level. Each teacher is a member of a school vertical goal team in the area of Language Arts, Math, Technology, or Effective and Efficient School. Through their participation in these teams, teachers analyze data, reflect on current practices, and plan for school improvement in each area. This process is also modeled at the administrative level, through prominently displayed goal charts on which the Principal and Assistant Principal track progress toward their own instructional goals. This continuous school improvement model brings administration, staff, and students together through a common mission, and contributes to the cohesiveness of the staff.

# SUMMARY OF SITE SAFETY ASSESSMENT DATA

## Accomplishments/Areas of Pride

1. Supportive communication between teachers, students, and parents.
2. Maintaining a clean and safe environment.
3. We have established and actively practice procedures to implement in the event of an emergency.
4. Parental support and involvement and the success of M.T.P.C.
5. Cohesiveness and high level of collaboration between staff.
6. Implementation of Eagle Pride events to promote student achievement in the Accelerated Reader program and acknowledge positive behavior.

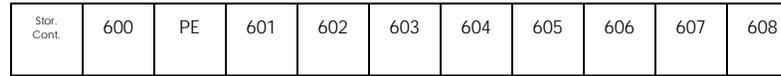
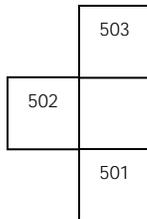
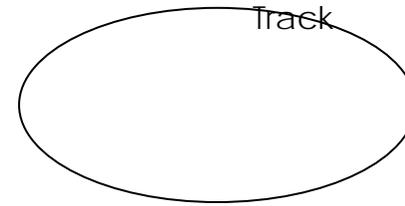
## Findings & Desired Improvements

1. As our school ages, maintenance and upkeep will become more of an issue.
2. As technology changes, it is important that we continually update our classroom technology.
3. Continue to work on improving communication between the school and community.
4. We continue to experience changes in the ethnic and socioeconomic make-up of the school, requiring us to focus on tolerance for all.
5. Playground expectations and supervision (proctor/student ratio).
6. Drop-Off and Pick-Up procedures are modified each year but still require more improvements.

## Priorities/Goals

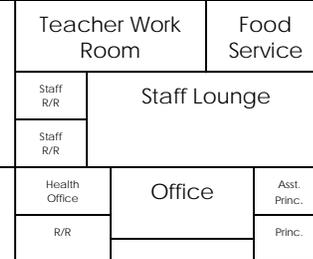
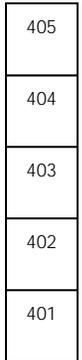
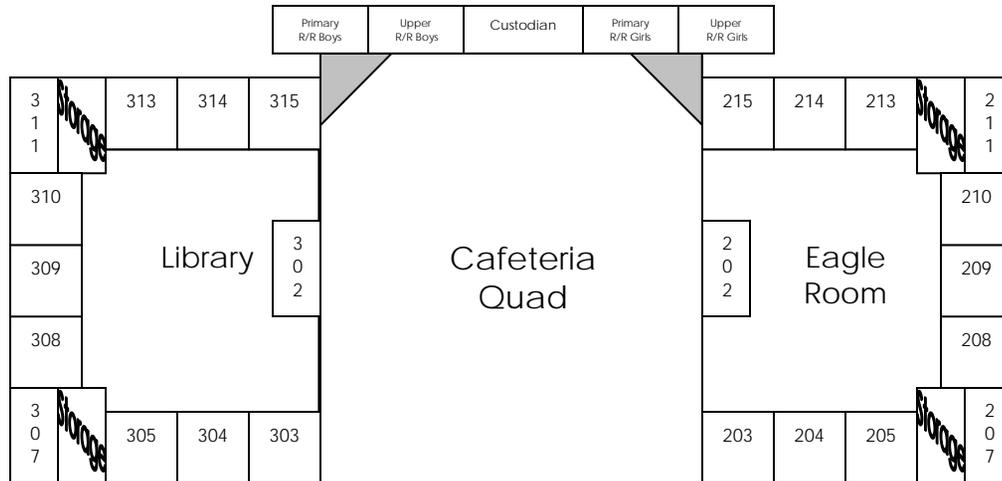
1. M.T.P.C. and staff consciously work toward making our "new" families and students feel welcome and a part of our school family.
2. Teachers, students, parents, and staff will continue on a daily basis to keep the school looking like new.
3. Technology Vertical Goals Team will continue to research new technologies.
4. When resources allow, obtain more proctor coverage.
5. Work with the district to make the parent volunteer process smoother.
6. Through PBIS, we expect our students to S.O.A.R. on a daily basis.

# Mesquite Drop Off & Dismissal

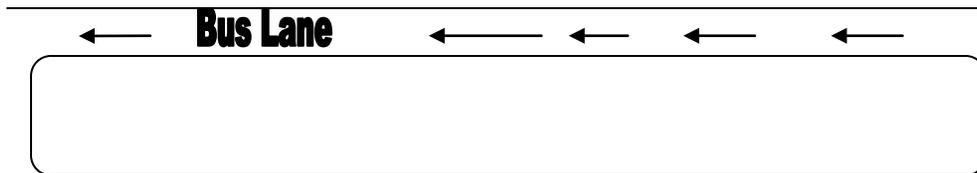


**Gate**

**Gate**



**Car Pick-up**



**Mesquite**

**Mesquite Trails Elementary School  
The Great California Shake Out Volunteer Reminder**

Dear \_\_\_\_\_:

Thank you so much for agreeing to volunteer to help with our disaster drill on Thursday, October 19, 2017, from 8:00-9:30 am. I will meet with you briefly in the Eagle Room at 7:35 am. I will go over how you can assist and also what to expect during the drill.

Thank you, again!  
Mrs. Silva

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Mrs. Silva

# Good Morning, Eagles!

Attached to this note is the handout our parent volunteers will receive before the drill this morning. Parents who are assigned to classrooms are listed below and on the back. If you have a parent assigned to your room, they should come with your class during the drill if they are assigned as a volunteer, or stay in your room with their child when you leave if they are assigned to an “injured” student. Parents should report to your room by 8:00 a.m. If you have a student who is assigned to be “injured,” but their parent does not show up in your classroom, **do not** leave the student in the room during the drill. He or she needs to come with the class unless their parent is with them.

When you evacuate your classrooms, please either leave your door propped open (if possible, depending on the door and the weather) or leave the door closed but unlocked. Please hang either an all-clear  sign or a **HELP** sign where visible for the search and rescue team and/or any emergency response teams.

If you are on a specific team, please check in at the assembly area first, take attendance, and give your roster, as well as the “Missing/Injured Student” form to the staff member in charge of your class. Then, report to your station and group leader. The group leader will report to the command post to get the walkie-talkies. Team leaders will go to the storage container in the 600-wing to get the emergency supplies and equipment.

If you have time first thing in the morning, these are valuable tips to review with your students:

**Escort your class(es) to their designated place.**

- Use the suggested routes on your evacuation map or alternate route if yours is blocked or unsafe.
- Everyone is to stay together and quickly and quietly evacuate following the 4 Evacuation Rules: **Don’t Talk! Don’t Push! Don’t run! Don’t turn back!**
- Select two responsible monitors to lead, carefully checking that the evacuation route is clear. You bring up the rear, seeing that everyone is together.
- Check that exit routes are clear. **Move directly away from the building when exiting.** (Remember not to walk under the awnings!) Children should cover their heads with their bag or book.

*Have a great day and a great drill! Thank you everyone!*

**Parents Assigned to Classrooms:**

Fred Sigman	Kambria Sigman (502)		Minor Injury to Assembly Area
Sarah Ruiz	Gilbert Chairez (701)		Minor Injury to Assembly Area
Erica Garcia	Alberto Garcia (308)		Minor Injury to Assembly Area
David Douty	Ryan Douty (213)		Minor Injury to Assembly Area
Melissa Delgado	Aaliyah Delgado (313)		Student “Injury”
Ana Hatfield	Noah Hatfield (601)		Student “Injury”
Donna Root	Codey Root (209)		Student “Injury”
Hilda Martinez	Daniela Torres (203)		Student “Injury”
Rhonda Garvey	Isabella Garvey (702)		Student “Injury”
Laura Sheffield	Saige Sheffield (606)		Student “Injury”

Sarah Ver Halen	Payton Berentis (213)		Student Missing
Valerie Anaya	Giana Anaya (205)		Student Missing
Jamie Anderson	Kyle Anderson (503)		Go with the class to the Student Assembly Area
Araceli Rodriguez	Adann Rodriguez (308)		Go with the class to the Student Assembly Area
Julissa Alba	Daniel Francisco Alba (213)		Go with the class to the Student Assembly Area
Michele Garcia	Sierra Garcia (214)		Go with the class to the Student Assembly Area
Tammy Jencura-Cogswell	Taylor Jencura (604)		Go with the class to the Student Assembly Area
Jessica Olguin	Corbin Olguin (310)		Go with the class to the Student Assembly Area
Sherri Hubbard	Kendal Surritt (314)		Go with the class to the Student Assembly Area

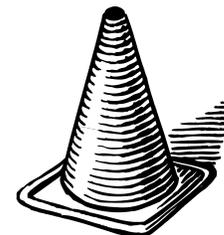
**Student Release Area:**

Samuel Martinez – Mason and Madeleine Martinez – Thompson and Ferrara  
Traciela Nelson – Nathan and Natalie Nelson – Carlstrom and Evelyn  
Theresa Dawes – William Dawes – Bentz  
Lorraine Corral – Evilynn Castillo – Wallace  
Natalie Baker – Jazimina Baker – Morrison  
Sharon Arreola – Aiden, Colin, and Marissa Arreola – McLean and Pieper  
Susie Diaz – Nicholas and Vinny Diaz – Romero and Sims  
Tanya Corona – Henry Corona – Ronquillo  
Heather Pierce – Haley Pierce – Romero  
Charlene Baxter – Tyler Baxter – Cataneso

# Welcome to our 2017-2018 School-Wide Disaster Drill!

*Thank you for volunteering to help us make this drill as realistic as possible.*

Please sign in, and note your assignment on the sign-in page.



## **Assignments**

### ***Parent Pick-Up***

Please report to the front of the school (outside the gates) to pick up your child. Our office staff will come out to the gate a few minutes into the drill, around 8:10 am. At that time, request to pick up your child. Feel free to get dramatic with it – cry, demand your child right now, etc. You may also feel free to help us out and be the voice of reason at the sign-out gate. It's completely up to you.

\*IMPORTANT – Once your child is signed out to you, they are actually signed out of school. Please bring them in through the office at the conclusion of the drill and sign them back in! We're not done teaching for the day after the drill. 😊 Thank you!

### ***Student "Injury"***

These scenarios are acted out in classrooms or other rooms used by students. You will be given a scenario for your child to act out. During the drill, they will be located and moved to a safe place by our search and rescue team. Your job is to stay with them, because when their class leaves during the drill, they will stay in the room to act out their scenario. Encourage them to be creative and really play it up! Please report to your assigned room by 8:00 a.m. in preparation for the drill.

### ***Classroom Volunteer***

We regularly have many volunteers helping in our classrooms, so it is likely that in any event, we would have parents in some of our classrooms. Your job is to follow the teacher's directions, help with supervision, and stay calm. Please report to your assigned room by 8:00 a.m. in preparation for the drill.

## **The Drill**

At 8:05 a.m., the announcement will be made that we are having an earthquake drill. Students, and any adults on campus, will DROP, COVER, and HOLD ON. At the conclusion of the "earthquake," teachers will line up their class, walk out to the student assembly area, take attendance, ensure that their students are supervised, and report to their assigned duties. We will allow our search and rescue team time to search all rooms, and our student sign-out team time to sign out students to all parents at the gate. When these activities are concluded, we will call "All Clear" and students will return to class.

***Again, thank you for helping to make this drill a success!***

# SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**  
Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY			
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	REPORTER'S TELEPHONE (DAYTIME) (     )		SIGNATURE		TODAY'S DATE			
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY					
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)		ADDRESS		City	Zip		
	DATE/TIME OF PHONE CALL		OFFICIAL CONTACTED - TITLE		TELEPHONE (     )			
<b>C. VICTIM</b> One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX		
	ADDRESS			Street	City	Zip		
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS		
	GRADE			PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME				
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO			IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME		TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)		
RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK			
<b>D. INVOLVED PARTIES</b>	VICTIM'S SIBLINGS							
	NAME		BIRTHDATE	SEX	ETHNICITY	NAME		
	1. _____		3. _____		2. _____		4. _____	
	2. _____		4. _____					
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY	
	ADDRESS			Street	City	Zip	HOME PHONE (     )	
	BUSINESS PHONE (     )			NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		
	SEX			ETHNICITY		ADDRESS		
	Street			City	Zip	HOME PHONE (     )	BUSINESS PHONE (     )	
	SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY	
ADDRESS			Street	City	Zip	TELEPHONE (     )		
OTHER RELEVANT INFORMATION								
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____							
	DATE / TIME OF INCIDENT		PLACE OF INCIDENT					
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)							



## Signatures of Mesquite Trails Site Council Members Continued

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Signature                      Date

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Signature                      Date