

Pittsburg High School
"Home of the Pirates"

PITTSBURG HIGH SCHOOL STAFF HANDBOOK 2018-2019



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Pittsburg High School



Mission Statement

The mission of Pittsburg High School is to graduate lifelong learners who make positive contributions to society while pursuing a career path of their choice.

Vision

The vision of Pittsburg High School is to be a safe, engaging, cooperative, and respectful academic environment, promoting success for all students.

The Six Pirate Essentials for Success

1. Every student should read effectively!
2. Every student should write effectively!
3. Every student should do math effectively!
4. Every student should be able to use a computer effectively!
5. Every student should be able to reason effectively!
6. Every student should possess the social skills to access the economic and political system!

2018-2019 PHS Time Schedules

<u>REGULAR DAY</u>	<u>ADJUSTED WEDNESDAY</u>	<u>MINIMUM DAY</u>
(0 period 6:50 – 7:49am)	(0 period 6:50 - 7:46am)	(0 period 6:50 - 7:45)
1st 8:00 – 8:53	1st 8:00 - 8:48	1st 8:00 - 8:36
2nd 8:59 - 9:52	2nd 8:54 - 9:42	2nd 8:42 - 9:18
BRUNCH 9:52 - 10:02	BRUNCH 9:42 - 9:52	3rd 9:24 - 10:00
3rd 10:08 - 11:01	3rd 9:58 - 10:46	BRUNCH 10:00 - 10:10
TUTORIAL 11:07-11:37	4th 10:52 - 11:40	4th 10:16 - 10:52
4th 11:43 - 12:36	LUNCH 11:40 - 12:10	5th 10:58 - 11:34
LUNCH 12:36 - 1:06	5th 12:16 - 1:04	6th 11:40 - 12:16
5th 1:12 - 2:05	6th 1:10 - 1:58	
6th 2:11 - 3:04		

Scheduled Minimum Days for the 2018-2019 School Year:

- Thursday, August 23, 2018 (Back to School Nite)
- Wednesday October 10th (PSAT-9th, 10th,& 11th)
- Thursday, October 19th, 2018 (Conferences)
- Friday October 26, 2018 Car parade (1-3)
- Wednesday, December 19-21, 2018 (1st Sem Finals)
- Friday, March 29, 2019 (Conferences)
- Friday, May 31- June 4, 2019 (2nd Sem Finals)

PHS STAFF

PHYSICAL EDUCATION

Beardsley
Caccavo
Cartagena
Fast
Galli, V
Hindsman
Hyland
Sobu
Mattson
Padon
Topete-Zepede
Lacasse (Warren)

SCIENCE

Aquino
Arbuckle
Barker
Bentley
DiMaggio
Forsythe
Fulmer
Gee
Golshan
Jocoy
Knight
Kumar, R
Leslie
Lowande
Mancillas
Moreno
Nguyen
Rideout
Seth
Tiu
Weidenbach

ENGLISH

Agudo
Cortes
Finn
Frishman J
Galli A
Gonzalez
Hernandez
Herrera
Hsieh
Jenkins
Karhu
Kartane
Kumar T
Leyva
Lorscheider
Maguire
Nordenstedt
O'Brien
Ozel
Phenix
Reckard
Saldana
Svahn
Taylor
Valencia
Wagner
Williams
Williams, R

CTE/ROP

Belleci
Childers
Lacasse
Narayan
McCauley-Fountain
Osmer
Pena
Pygeorge
Schick
Simionas
Sydlaske
Traub

FINE ARTS

Bruno-Thayer, C
Hills
Huntsinger
Martinez
Reyes
Thayer, R

WORLD LANGUAGE

Arness
Bertrand
Calderon
Galindo
Kanyuk
Mejia- Ramirez
Mendoza
Nieto
Olazabal
Peyko
Rodriquez Eugenia
Rodriquez, Elisa
Tezeno
Vieira
Yu
Zanabria

SOCIAL SCIENCE

Boss
Garellick
Goodson
Grady
Frishman, B
Lohman
Nelson
Parfitt
Plummer
Reckard
Reid
Reyes D
Simmons
Singh, Ram
Smith
Trolson
Tulanian

MATH

Aderinto
Arino
Borja
Brown
Buckley
Bussey
Crosby
Garcia
Gutierrez
Hunter
Johnson
Kleinjans
Larimer
Leong
Pease
Perez
Puzak
Ramos
Rosetti
Singh Rehana
Wery

SPECIAL ED.

Adams
Adefuin
Alatorre
Artus
Benson
Bouskill
Bryant
Kaka
Capupus
Cordova
Di'Giovanni
Fickess
Freeman
Polk
Schmidt
Scott
Tays
Tezeno
Valenzuela
White

ADMINISTRATORS

Principal Whitmire
VP Alfaro
VP Clark
VP McLennan
VP Naicker
VP Spinnato

COUNSELORS

Akeem
Arias
Arnold
Fu
Jawanda
Le
Rodriguez
Spitz

CRA's

Maggie Gonzales -Lead
Chives Saxon
Moe Paulo
Steve Waters
Mo Paulo
Alice Paulo
Tammi DeMange
Warren Nelson
Sam Garcia
Reggie Jones
Jess Quesada
Maurice Hodges
Robert Lewis

CLERICAL

Stephanie Perez
Cindy Hoke
Linda Grover
Tammy Farris
Marisa Moss
Arlene Gallup
Elsa Pahule
Patricia Ramirez
Tracy Randolph
Carol Zbanick
Mariana Mercurio
Stephanie Blades
Melissa Melrose

2018 – 19 PHS COUNSELORS

Darlynne Fu

Gr 9-12 Students: A- Cooper

Bonnie Arnold

Gr 9-12 Students: Cordell- Eovva

(AVID) Grades 9-12

Manuel Rodriguez

English Language Learners Students: A-Longoria

Grades 9-12 Students: Thomas-Venegas

Danni Le

Gr 9-12 Puente

Gr 9-12 Students: Love I- Lindsey

Akeen Ajani

Gr 9-12 Students: Lira-Paara-Martinez

Jasreen Jawanda (Chair)

Gr 9-12 Students: Parras-Thatcher

Lisa Spitz

Gr 9-12 Students: Erickson-Joseph

Leidi Arias

Gr 9-12 English

Learners Students: Lopez- Z

Gr 9-12 Students: Ventura-Zermeno

Tanya Voqui

PILC - Gr 9-12 Students: A-Z

Department Chairs & Extra Activities

Department	Chair	Total Members
CTE/ROP	Elizabeth Traub	11
English	Steven Nordenstedt & Rachel Lorscheider	25
Fine Arts	Jennifer Martinez	9
Math	Vanessa Garcia & Georgia Johnson	23
World Languages	Angel Calderon	17
Physical Education	Maureen Mattson	8
Science	Denise Golshan & Natalie Moreno	21
Social Science	Open	20
Special Education	Joanne Scott & Michael Benson	23
English Language Development	Russell Hsieh	4
Head Counselor	Jasreen Jawanda	8

Extra Activities

Advanced Placement	Mario Mendoza
AVID	Alicen Galli
Band Director	Jennifer Martinez
Band Assistants	Fernando Lozano & Rodney Domingo
Carl Perkins	Elizabeth Traub
Instructional Coaches	Dayna Gaspard, Jill Walker Alexis Medina & Cecilia
Instructional Coaches (HS)	Granada Tezeno & Dennis O'Brien
TIP HS Mentors	Barbara Shabaniani & Shelly Bascomb
Testing Coordinator	Jimmy Shipe
Leadership	Courtney & Paul Lacasse
Link Crew	Granada Tezeno, Josh Frishman & Dennis O'Brien
Program Specialist	Dashiell Gerdes
Stagecraft	Makaela Huntsinger
Yearbook	Susan McCauley Fountain

FINALS SCHEDULES (2018-19 YEAR)

The PHS finals schedules are minimum days where there are two sessions, a morning and an afternoon session in the fall. In the spring it is the same with the exception of Seniors who take their finals over the course of two days instead of three like the rest of the student body.

1st Semester Finals—Wednesday, December 19 - Friday, December 20

Wednesday	December 19	Period 1 Final	8:00-10:00 am
		Brunch	10:00-10:15 am
		Period 2 Final	10:22-12:20 pm
		Period “0” Final	1:00-3:00 pm
Thursday	December 20	Period 3 Final	8:00-10:00 am
		Brunch	10:00-10:15 am
		Period 4 Final	10:22-12:20 pm
Friday	December 21	Period 5 Final	8:00-10:00 am
		Brunch	10:00-10:15 am
		Period 6 Final	10:22-12:20 pm

2nd Semester Finals—May 31 - Tuesday, June 4

Friday	May 31	Period 1 Final	8:00-10:00 am
		Brunch	10:00-10:15 am
		Period 2 Final	10:22-12:22 pm
		Period 5 Final (seniors only)	1:00-3:00 pm
Monday	June 3	Period 3 Final	8:00-10:00 am
		Brunch	10:00-10:15 am
		Period 4 Final	10:22-12:22 pm
		Period 6 Final (seniors only)	1:00-3:00 pm
Tuesday	June 4	Period 5 Final	8:00-10:00 am
		Brunch	10:00-10:15 am
		Period 6 Final	10:22-12:22 pm



TECH EQUIPMENT CHECK OUT SHEET

Name (please print)

(Site/Dept./Program)

Phone # _____ Extension _____ Cell _____

Item	Model Number and Serial Number/PUSD # (some sort of ID)
Lap Top	
Clickers	
Other:	

I understand that I am responsible for returning this item, and if lost/stolen may be responsible for reimbursement to the District.

Signed: _____

CHECK OUT DATE: _____ RETURN DATE: _____

Checked out by _____ Checked in by _____

CONTACTING TECHNOLOGY SERVICES:

How do I contact Technology Services for help with classroom technology?

1. Fill out an online help ticket (see below)
2. If you cannot log onto the help ticket system, ask a neighbor for help or have them write you a ticket
3. No service: call on the phone
4. If your computer is not working, use a neighbor's computer :-)

How do I fill out an online help ticket for a district tech request to help me with classroom technology?

1. To contact our district technology dept. for technology assistance, please go to <http://kbox.pittsburg.k12.ca.us/>
2. Log in with the same login as your school account (e.g., akaiser)
3. Once you login, click on "Help Desk" at the top
4. Click on "new" to enter a new help ticket request
5. Scroll down and choose "P.U.S.D. Technology Help Desk" ticket
6. Complete the columns completely and press "save" at the bottom of the form
7. You can log in later to see a follow up report on your ticket

COMPUTER PERFORMANCE:

How to install malware bytes spyware removal software:

1. Download the malware bytes free software
2. The file is also located in the transfer drive: T:\Software\antivirus
3. Click on the install file to install
4. Follow all the prompts
5. Do a definition update

USING THE COMPUTER LAB:

Which computer labs are open to use?

1. B208 is our drop-in lab.. You must sign up to use it..

What are the computer lab rules?

Computer Lab Rules for Students

1. Use computers only for school related activities.
2. Keep room clean (leave it better than you found it).
3. Do not move any equipment (mice, keyboards, chairs, etc.).
4. No food or drinks allowed.
5. At the end of class, save and close all windows, leave computer on, push in chair, throw away all trash and recycle all paper on your way out of the lab.

Computer Lab Rules for Teacher

6. Have a well thought out lesson to use class time wisely. Have extension activities for students who finish early.
7. Walk around the lab and monitor activity, use vision to help monitor and block the Internet when not in use.
8. Sign up for the lab only about twice a month, sign-ups are through Outlook shared calendars.
9. Ensure students are not damaging equipment, unplugging cables, graffiti, removing keys from keyboard or just leaving trash (make sure room is left better than you found it!).
10. Ensure no food or drink is brought into lab.
11. At the end of the class have students close their windows but leave machines running. At the end of the day leave all machines on; they go through a maintenance cycle at night.

Teacher Trouble Shooting

12. If you are having any problems try restarting the computer.
13. Make sure everything is plugged in.
14. Still not working? Fill out a help ticket with a list of all machines that are not working properly and the exact problem you are experiencing. If an emergency follow up is needed email Andre Ellison and include a ticket # with the email.

General Warning

Do not rely on files stored on these machines to be here tomorrow. Students can back up work by either: saving them to a flash drive or emailing the files as an attachment or as text in the email working online/saving in the cloud (e.g. Google docs) teachers can make a backup of the whole folder by copying them to the teacher H drive at the end of the period and then recopying them back to the lab folder when you return.

Add a lab to your calendar

1. Open Microsoft Outlook
 2. Go to your calendar tab
 3. Click tab
 4. When your Calendar shows up go to tool bar
 5. Click on Open Calendar and a scroll down bar will appear
 6. Find Shared Calendar
 7. Click on shared Calendar
 8. A window will appear and where it says name click on it
 9. In the search bar Type in: PHS
 10. You will see the 1 lab
 11. PHS B-208
 12. Double click on the lab
 13. Click ok when finished
- You will now have access to the lab and you only have to do this ONCE

To schedule a lab

1. Open your lab calendar
2. Click on the date that you want
3. In the Subject put in your last name and the periods you want to schedule the lab
4. Ex. Kaiser Periods 1-6
5. Once entered click the close or X button in the upper right hand corner
6. It will ask you to save
7. Click yes
8. Now you are ready to go to your scheduled lab appointment

To edit or erase an event on the calendar

1. Open your lab calendar
2. Click on the date that you are schedule
3. To edit type in the subject bar want to want to change
4. Once entered click the close or X button in the upper right hand Corner
5. It will ask you to save
6. Click yes
7. Your changes will be saved
8. To delete find the delete button in the tool bar of the appointment sheet
9. Click delete to Erase you appointment

PRINTING:



How do I set the default printer?

1. Click on start menu
2. Select Printers and Faxes
3. Find the printer in the list
4. Right click on the printer
5. Select "Set as Default Printer"
6. This printer will now have a check next to it
7. You will still be able to print from the other printers

How do I setup my computer to print to a network print?

1. Press Windows key + E
2. Type: \\phs-academic in the address bar
3. A window of all PHS network printers appears
4. Double click on the printer that you want
5. It is now installed
6. Go to Printers & Faxes to set it as a default printer if you want

LCD Projectors:

What is an LCD Projector and where do I get one?

1. An LCD projector allows you project your computer display on a wall so that your whole class can see
2. All rooms in PHS should have one installed.

How do I connect an LCD Projector to my computer?

1. The LCD projector should already be correctly wired to your computer
2. Turn on the power to the projector using the pole vault controls on the wall
3. Push the source button on the controls to PC#1
4. Make sure your computer is on
5. If you do not see a signal, follow the next instructions:
6. Right click on Desktop and select Properties
7. Select settings tab
8. Make sure that you have 2 displays selected
9. Displays should be set as clone (not extended desktop)

USB FLASH STORAGE DRIVES:

What is a USB flash drive and where do I get one?

1. USB drives let you backup and transport data (like old school floppies) between computers
2. Drives come in a variety of sizes. Get at least 4 Gigabyte (GB)
3. Walmart, Fry's, BestBuy, and Radio Shack all sell them for \$10-\$100

How do I remove a flash drive from a computer?

1. DO NOT just pull it out (this could damage the drive and your USB port)
2. Close any applications that are using the drive
3. Single click on the "safely remove hardware" icon in the system tray (lower right hand corner of screen)
4. Single click on "Safely Remove USB mass storage Device"
5. Wait for the "safe to remove hardware" message
6. Remove USB drive

COMPUTERS ON WHEELS (COWS)

There are 28 COWS on Pittsburg High School campus.

Each department has 2 COW's (this is dependent on the department's needs).

Each (COW) cabinet contains 35-40 laptops.

Your department chair is in charge of their department COWS.

In order to use the COWS you must sign them in and out from your department chair.

Care and Maintain

Please count the number of Laptops in each laptop cabinet before and after each usage
Make sure the laptops are charged before and after each usage.
Make sure cabinet is plugged in when the laptops are in your classroom.
If there is any problems with the laptops please notify the department chair. They will write and submit a trouble ticket.
Please do not let students eat or drink around laptops.
When the COWS are in your classroom you are responsible for them.

PHONE AND VOICE MAIL:

To access voicemail from the outside:

1. Dial School Main Number (925-473-2390)
2. When Auto Attendant starts, dial *ext.
3. Follow prompts.

ONLINE DATA:

Who do I see about Illuminate Problems?

Email Shundra Johnson at the district office: sjohnson@pittsburg.k12.ca.us

How do I check the PHS Computer inventory?

<http://tinyurl.com/phsinventory>

PRINTER

Checking Ink

You can skip to step five most of the time (doesn't hurt to try).

I include some steps that may sound pointless, but it is because not only teachers read this, when techs enter the site it works differently and we have to take different steps to get to the same menus correctly (meaning have the buttons do the same thing).

1. Go to <http://www.pittsburg.k12.ca.us/phs/> (our homepage)
2. Mouse over Teachers (on the gray bar)
3. Select Forum/Links/Tech Tools/Info (It will take you to <https://sites.google.com/site/phspirates/>)
4. Under the Navigation menu (the one under the picture of the pirate) locate Printer Status
5. or you can click [here](#).
6. Find the printer matching your room number and click the link on the right.
7. If the ink indicat

How do I get a new cartridge (Ink)?

You are allotted 2 ink cartridges each year. Try not to use printer on class printouts so they will last all school year.

If you have low ink (about 5%) cartridge and need to replace it please email Ms.Cindy Hoke in the principal's office for a replacement. You will have to pick it up.

Emergency Phone System

In case of emergency dial (***) (three stars) to ensure it rings in every office in case you call one office and someone is not available. In case of an emergency please use the following communications protocol;

- 1) Dial *** - to request assistance in your classroom (this will ring in every office)
- 2) Use your site radio; to call for assistance (make sure it is on channel 4) if you are unable to contact anyone via the phone. Please identify yourself and your room number when you begin the transmission.
- 3) Contact an admin on their cell phone (see below) if you are unable to use your phone or radio.
- 4) As a last resort please send a student to any office requesting immediate assistance

Fire Drill Instructions

Treat all alarms like a real emergency. Do not assume it's a False Alarm. The alarm may not sound continuously. If the alarm stops, continue to evacuate.

1. When the alarm sounds direct your students to their exit point. A map has been posted in your classroom.
2. The teacher is the last person out of the room, making sure to take your orange folder and Walkie-talkie with you; Your orange folder should contain class roster for each period, green and red laminated cards. and your walkie talkie should be on channel 4. Make sure to lock and close your classroom door before you leave.
3. Reassemble your students at your assigned exit point. Take roll to make certain that all of your students are present before, during and after each drill. If all students are present teacher will hold up a green card, and if any student is unaccounted for the teacher will hold up a red card.
4. Keep your students in a group and wait for further instructions.
5. Teacher should place themselves in front of their group looking for security or Admin.
6. When all is cleared by security or Administration you can return to your classroom or release your students to their next period.

Exit and Assemble Points

Fire – Treat all alarms like a real emergency. Do not assume it's a False Alarm. The alarm may not sound continuously. If the alarm stops, continue to evacuate.

1. Evacuate the building
2. Walk, DO NOT RUN, to the nearest safe exit.
DO NOT PUSH OR CROWD.
3. Proceed to Evacuation Assembly Area and take roll.
4. Follow directions of the Site Administrators.
5. Do not leave Evacuation Assembly Area until “All Clear Signal” has been given.

Note: Teachers please take your class rosters, your red/green cards and your radios when you evacuate.

Assembly Areas

1. Downstairs A wing, upstairs B (B201-B211) & upstairs G wing (G202-G210) – Front of the school (Harbor Street)
2. Downstairs B wing (B112-B121) and C wing to Solar Parking Lot
3. Downstairs B wing (B101 – B111) and upstairs B wing (B212-B221)– to Solar Parking Lot
4. All Downstairs G wing to Tennis courts
5. Downstairs F wing and upstairs G wing (G211-G221) to Staff solar parking lot
6. Upstairs F wing , D wing and New Gym to Softball/Soccer field
7. Portables (P1-P7) to basketball courts/blacktop
8. Old Boys gym and Wrestling gym to Blacktop

1. Evacuate the building
2. Walk, DO NOT RUN, to the nearest safe exit. DO NOT PUSH OR CROWD.
3. Proceed to Evacuation Assembly Area and take roll.
4. Follow directions of the Site Administrators.
5. Do not leave Evacuation Assembly Area until “All Clear Signal” has been given.
6. Everybody needs to evacuate. Our CRA’s will clear all the areas.

Note: Teachers please take your class rosters, your red/green cards and your radios when you evacuate.

Assembly Areas P Building

Rooms P101 - P103 and P201 - P203 to Baseball Parking lot

Rooms P104 - P106 and P201- P206 to H Solar Parking lot

Rooms P107 - P111 and P207 – P211 to H Solar Parking lot

Rooms P112 - P113 and P212 – P213 to H Solar parking lot

Power Outage

In the event of a power outage to the school:

- **Staff Actions**

- If school has not started stay at doorway to the classroom, if it has started teacher should remain in classroom
- When possible use staff radios for communications and instructions
- Once day starts pull students into classroom and continue with the school day, if the day has started keep the students in the classroom until otherwise notified.
- Take roll to determine if students are in class, and monitor any students that are coming and going, document any students that leave the school

- **Principal Team**

- Call PG&E to gain assessment of the situation including how long the power is going out and any potential safety concerns
- Communicate with District staff to give them information and to gain assistance with further plans
- Communicate with support staff, to gain information as current state of services at the school, bathrooms, lighting in the hallways, phone services, condition of gates and back-up systems
- Make a determination about what the next steps for the day are
- Communicate those steps with support staff and faculty

- **Additional Steps for our school/faculty (if any):**

- _____
- _____

PARENTS / GUARDIANS VISITING SCHOOL CAMPUSES

Parents/Guardians are welcome to visit school campuses. Your help is needed in order to maintain a safe environment for all of our students and staff, and to ensure that each student stays focused on learning.

In order to visit a school campus or classroom area, you must first sign in at the office and obtain a visitor's badge. Visitors are expected to:

- Be courteous and non-threatening to school personnel and students (*Education Code 32210*)
- Observe classroom or school activities without disrupting (*Education Code 32210*)
- Observe school rules and/or district policies regarding access to school grounds
- Turn off cell phones; (texting or talking on cell phones is not permitted in classrooms or hallways)
- Leave younger children at home

Parents/Guardians are encouraged to work cooperatively with the school staff in fostering positive behavior in students. By working together we hope to further develop characteristics such as:

- Respect for themselves and others
- Consideration for the rights of others
- Courteous behavior and language
- Obedience to rightful authority
- A desire to learn

We welcome parents/guardians to visit their child's classroom and be positive role models for our students. It is very important that we maintain a safe school environment for our students, staff, and parents.

Sincerely,

Principal / Designee

Signature of Parent / Guardian

Print Name

Date

(Visitors Agreement must be signed at the first visit – of each school year)

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: _____

A. REPORTING PARTY	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. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY																												
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)																														
	ADDRESS			Street	City	Zip																									
	OFFICIAL CONTACTED - TITLE					TELEPHONE ()																									
C. VICTIM <small>One report per victim</small>	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY																								
	ADDRESS			Street	City	Zip	TELEPHONE ()																								
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS	GRADE																								
	<input type="checkbox"/> PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME																									
	<input type="checkbox"/> 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 THE VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK																									
D. INVOLVED PARTIES	VICTIMS																														
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">NAME</td> <td style="width: 20%; text-align: center;">BIRTHDATE</td> <td style="width: 10%; text-align: center;">SEX</td> <td style="width: 10%; text-align: center;">ETHNICITY</td> <td style="width: 20%; text-align: center;">NAME</td> <td style="width: 20%; text-align: center;">BIRTHDATE</td> <td style="width: 10%; text-align: center;">SEX</td> <td style="width: 10%; text-align: center;">ETHNICITY</td> </tr> <tr> <td>1. _____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>3. _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>4. _____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>							NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY	1. _____	_____	_____	_____	3. _____	_____	_____	_____	2. _____	_____	_____	_____	4. _____	_____	_____	_____
	NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY																							
	1. _____	_____	_____	_____	3. _____	_____	_____	_____																							
	2. _____	_____	_____	_____	4. _____	_____	_____	_____																							
	VICTIMS																														
PARENTS/GUARDIANS																															
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																															
SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY																									
ADDRESS			Street	City	Zip	TELEPHONE ()																									
OTHER RELEVANT INFORMATION																															
E. INCIDENT INFORMATION	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)																														

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8589 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party

Frontline: Requesting for a Substitute

1. First - Go to PUSD Home page
2. Click - For Staff
3. Click - PUSD Resources
4. Click - Frontline (<https://pittsburg.evaluated.com/home>)
5. Click - Frontline logo (purple) in middle of page
6. Type in username
7. Type in password
8. Log absence, reason and attach lesson plans and send to Stephanie (Principals Sec) and Dept. Chair.
9. Save by clicking on [create absence and Assign Sub] or [Create absence]- no substitute required