

ADMINISTRATIVE CIRCULAR NO. 123
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: June 20, 2005

To: Principals, Site Administrators

Subject: NO SMOKING SIGNS POSTED AT ALL SITE ENTRANCES

**Department and/or
Persons Concerned:** Principals, Site Administrators

Due Date: June 30, 2005

Reference: See Administrative Procedure No. 0220

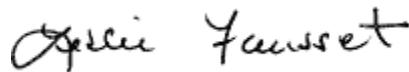
Action Requested: Submit response by due date

Brief Explanation: **Survey site, determine number of entrances in need of Tobacco-Free sign, and submit number of signs needed.**

As stated in Administrative Procedure No. 0220, the philosophy of the district is to adhere to and maintain a smoke-free environment for staff and students. In response to the 2004-05 Coordinated Compliance Review, signs prohibiting tobacco use need to be posted at all entrances to school property. Please complete the attached survey and fax to: The Counseling and Guidance Department, Attn: Leah Edzant.

Earlene Dunbar, Program Manager
Counseling and Guidance Department

APPROVED:

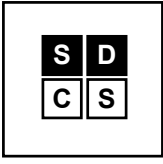


Leslie Fausset
Deputy Superintendent

ED:nz

Attachment

Distribution: Lists D, E, and F



SAN DIEGO CITY SCHOOLS

COUNSELING & GUIDANCE DEPARTMENT
4350 Mt. Everest Blvd, San Diego, CA 92117

(858) 627-7447
Fax: (858) 573-8898

Office of School Site Support
Student Services

Site Survey to Determine Number of Entrances and Tobacco-Free Signs Needed

Name of School: _____

Number of entrances to the general facility: _____

Number of **existing** Tobacco-Free Signs posted: _____

Number of Tobacco-Free Signs **needed**: _____

Please return via fax to Leah Edzant, Safe and Drug Free Coordinator
at 858-573-8898 by June 30, 2005