

Directive to Administrators (Specify which administrators) All Elementary School Site Administrators	WAD (Wednesday) Publication Date September 17, 2008	WAD Notice (Number)	No. of Pages 1 of 2
WAD Title (Limit to 4-6 Words) Elementary Health Education Professional Development		Date Due (if applicable) October 10, 2008	Not Applicable After this Date: October 29, 2008
From: Meyla Ruwin (Cabinet member or approved by one below)	Title: Director, School Health Programs Dept.	Signature:	Telephone: 242-2615
Inform: (x) Certificated Staff () Classified Staff () Parents () Post on Bulletin Board Other _____			

Administrative Directive

WHAT: Health Education Forum for teachers including -

- *Too Good for Drugs* research validated curriculum
- *Too Good for Violence* research validated curriculum
- Nutrition Education
- Family Diversity

**WHO: All K-5 Elementary School Teachers (substitutes will be provided)
Teachers who have not attended in previous years, are encouraged to register!**

**WHERE: School Health Programs Department
1515 Quintara Street (at 24th Avenue)
Street parking only**

**WHEN: For K-2 teachers - Tuesday, October 28, 2008
For 3-5 teachers – Wednesday, October 29, 2008
8:30 AM – 3:30 PM**

**HOW: Fill out the attached registration form on the following page ASAP.
Deadline for registration is October 10, 2008 send to:**

**School Health Programs Department
1515 Quintara Street, S.F., CA 94116
or fax to 242-2618
Attention: Carmen Serrano**

<i>Approved</i>	Cabinet Member:	Title:	Signature:
	Trish Bascom	Associate Superintendent of Student Support Services	

SAN FRANCISCO UNIFIED SCHOOL DISTRICT - WEEKLY ADMINISTRATIVE DIRECTIVE (WAD)

Health Education - Professional Development Opportunity for Elementary Teachers

Name of Training: Elementary Health Education Forum

Offered to: All K – 5 Elementary Teachers (who have not attended previously)

Content of training: Health Education Forum for K – 5 teachers including -

- *Too Good for Drugs* curriculum
- *Too Good for Violence* curriculum
- Nutrition Education
- Family Diversity

Contact: School Health Programs Department
Phone: (415) 242-2615 Fax: (415) 242-2618

Date of Training: For K-2 teachers - Tuesday, October 28, 2008
For 3-5 teachers – Wednesday, October 29, 2008

Time of Training: 8:30 AM – 3:30 PM (a substitute will be provided)

Location: School Health Programs Department
1515 Quintara Street (at 24th Avenue)
San Francisco

(Please keep a copy of your completed registration form as a reminder)

ELEMENTARY SCHOOL HEALTH EDUCATION FORUM TRAINING REGISTRATION

Participants are asked to pre-register by **October 10, 2008.**
Registration is limited to three teachers per site (representing a variety of grade levels) and
on space availability (first come first serve).
An e-mail confirmation notice will be sent to those registered.

Directions: The following information is needed in order to submit your substitute request form. Please Print Clearly!

Indicate which date you will be attending: (K-2) October 28, 2008 (3-5) October 29, 2008

Name _____ Employee ID # _____

School _____ Phone # _____ Fax _____

E-mail _____ Report Time _____ Grade (preference if not in classroom) _____

Name of Sub. Requested _____ Sub's ID# _____

Please check here if you do not need a substitute

I understand that I am responsible for attending either the (K-2) October 28, 2008 or (3-5) October 29, 2008 Health Education Professional Development for the full day (8:30 AM-3:30 PM). Please note: Every effort will be made by the substitute office to procure the requested substitute, however this cannot be guaranteed, for verification you can check two days before with the substitute office.

Teacher's signature _____

As the administrator I support the district health education policy which requires: **A minimum of 20 health education lessons to be taught at the elementary level.** I understand that a substitute will be provided through the School Health Programs Department.

Principal's signature (informed consent) _____

Please mail or fax your registration form (no registration by phone) to: School Health Programs Department – Attn: Carmen Serrano
1515 Quintara St., San Francisco, CA 94116
FAX: (415) 242-2618