



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Assigning a Coordinator for the Title IV-Tobacco Use Prevention Education (TUPE) Program in Middle Schools

NUMBER: MEM-3244.1

ISSUER: Rene Gonzalez, Assistant Superintendent
Student Health and Human Services

DATE: July 12, 2007

ROUTING
Local District Superintendents
Local District School Support Directors
MS Principals
Directors of Instructional Services
MS TUPE Coordinators
HEP Advisers
School Administrative Assistants

PURPOSE: The purpose of this Memorandum is to provide principals with guidelines for assigning a coordinator for the middle school Title IV-TUPE program.

MAJOR CHANGES: None

INSTRUCTIONS: The following information and guidelines are provided to help principals in the selection of a coordinator for the Title IV-TUPE programs in middle schools.

A. Introduction

The Division of Student Health and Human Services—through funds from Title IV and from Proposition 99—will provide a school-based Title IV-TUPE coordinator to assist in the implementation and monitoring of alcohol-, drug-, tobacco-, and violence-specific school-based programs in middle schools for Grades 6–8. The No Child Left Behind Act requires schools to select a research-based curriculum and to implement it with fidelity by fulfilling the publisher’s recommended hours of instruction. To receive Title IV-TUPE funding and to be in compliance, the District must have a fully implemented tobacco-free school district policy in place, which includes a Tobacco-Free Facility sign posted at each entrance to the school.

B. Focus and Responsibilities

The Title IV-TUPE Program Coordinator will be responsible for implementing and monitoring the following documents, materials, and activities related to the Title IV and TUPE program:

- Office of the Deputy Superintendent, BUL-3277.0, October 1, 2006, titled *Preventive Measures and Mandatory Procedures for Students Who Violate Laws Regarding Drugs, Alcohol, and Tobacco.*
- *Too Good for Drugs* (Tobacco Component for Grade 6).



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- *Project Alert* (Tobacco Components for Grade 7 and booster lessons for Grade 8 science classes).
- *I Quit* cessation program.
- *Make Yours A Fresh-Start Family & Tobacco Free Generations*
- TUPE Essential Topics at each grade level.
- AnimAction and Educational Theater Company.
- Great American Smokeout Awareness Campaign (November).
- Save a Sweetheart Awareness Campaign (February).

C. Additional Responsibilities

Title IV-TUPE coordinators are also required to attend two meetings to be eligible for the project-funded coordinating differential: one meeting at the beginning of the year and one meeting during the second semester.

Principals are asked to review the duties of the Title IV-TUPE coordinator listed on Attachment A and then designate the Title IV-TUPE coordinator on Attachment B. If the coordinator is on Track B or C at a multitrack school, Attachment B is due August 27, 2007. If a coordinator is at a traditional school, Attachment B is due September 21, 2007.

**RELATED
RESOURCES:**

Attachment A: Duty Statement for the Coordinator of the Title IV-TUPE Programs in Middle Schools and Attachment B: Designation of the Title IV-TUPE Coordinator.

ASSISTANCE:

For assistance or further information, please contact Laurie Brown, TUPE Adviser, at (213) 241-3515 or Sharon Sinclair, TUPE Consultant, at (213) 241-3516.