



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

**TITLE:** Assigning Coordinators for the Elementary HEP, (Title IV and TUPE) Programs, 2007–2008

**NUMBER:** MEM-1133.3

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

**DATE:** July 2, 2007

**ROUTING**  
Local District Superintendents  
Local District Administrators  
of Instruction  
Elementary School Principals  
School Administrative  
Assistants  
HEP Advisers  
HEP Coordinators

**PURPOSE:** The funding for the Health Education Programs (HEP) from Title IV of the Safe and Drug-Free Schools and Communities Act and from Tobacco Use Prevention Education (TUPE) will continue through the 2007–2008 school year. Through Title IV funding, HEP will continue to provide every elementary school with staff training and research-based curriculums to fulfill state and federal mandates. These curriculums need to be used with fidelity by fulfilling the publisher’s recommended hours of instruction. During the 2007–2008 school year, the Categorical Program Monitoring (CPM) Evaluations for the Title IV and TUPE Programs will be conducted by teams from the California Department of Education. School-site visitations are an integral part of the CPM process. It is required that all elementary classroom teachers provide instruction on drug, alcohol, tobacco, and violence prevention (see MEM-343, *Meeting the Requirements of the No Child Left Behind Act of 2001 and Drug-Free Schools*, dated August 4, 2003). Therefore, the Health Education Programs Coordinator should be prepared to document the school’s HEP program and participate in the CPM process. This year’s efforts will focus on implementing, monitoring, and supporting the following Title IV and TUPE programs:

- Core Title IV Programs:
- *Second Step: A Violence-Prevention Curriculum* (Grades K–6)
  - *Too Good for Drugs* (Grades K–6)
- TUPE Programs and Activities:
- *Too Good for Drugs* (Grades K–6)
  - Great American Smoke-out
  - Tobacco-Free Me Day

All Title IV and TUPE curriculum materials are to remain at the school and are not the personal property of individual teachers. If a teacher transfers to a new location, the materials are to remain at the school.



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Single-track schools with a student enrollment of more than 1,500 and multitrack schools may select two coordinators, who will share a three-semester differential. Each coordinator will receive 75% of a full differential each semester. The two coordinators need to be chosen from different tracks so that the program can be maintained throughout the year. Magnet centers that share a school site and principal with a regular school do not qualify for a separate Health Education Programs Coordinator.

#### RESPONSIBILITIES AND DUTIES

The Health Education Programs Coordinator is responsible for coordinating and supporting Title IV and TUPE activities by distributing, monitoring, and demonstrating the use of HEP materials and providing recommended professional development. Attachment A contains the complete duty statement for the position.

If a school has two coordinators, both are required to attend a minimum of two District meetings. The District meetings will provide HEP Coordinators with ideas, individual support, and opportunities for discussion. Schools have the responsibility of informing teachers who are off track about the District meetings.

#### ASSIGNMENT

Since the HEP Program is classroom-based, the coordinator should be a classroom teacher, resource teacher, school nurse, or counselor who is not already receiving a differential (except differential for bilingual teachers, language development specialists, and teachers in the Urban Classroom teacher Program). The assigned person(s) must have the ability and willingness to present HEP information to the school staff.

#### **INSTRUCTIONS:** HEP DIFFERENTIAL REQUIREMENTS

Principals are asked to complete Attachment B and return it by August 31, 2007, for year-round schools and September 28, 2007, for traditional schools.

#### **RELATED RESOURCES:** Attachment A and Attachment B

#### **ASSISTANCE:** For assistance or further information, please contact Lori Vollandt, Coordinator, Health Education Programs, at (213) 241-3508 or Diane Schwartz, Adviser, at (213) 241-3541.