

### TUPE MATRIX OF RESPONSIBILITIES AND TIMELINES 2013-16

WHO	WILL DO WHAT	INTENDED AUDIENCE(S)	FREQUENCY	TIMELINE
Grant Coordinator	Organize all training opportunities	Nurses, teachers, other identified staff	Annually based on need	Beginning 9/2013
Grant coordinator	Work to revise, update and strengthen tobacco free policies and related efforts	District & site admin., SRO's, site staff	Ongoing and reviewed annually for changes as needed	Beginning 8/2013
Grant Coordinator	Maintain regular communication through a variety of methods	Schools, district, liaisons, collaborators, community	Ongoing and as needed	Beginning 8/2013
Grant Coordinator	Facilitate TUPE collaboration meetings	Sites reps, evaluator, accounting, collaborators	Four times per year	Beginning 8/2013
Grant Coordinator	Gather all necessary reports and materials for grant reporting	CDE	Ongoing and by June annually	Beginning 8/2013
Grant Coordinator	Work with schools to develop alternatives to suspension for tobacco identified youth (Saturday School curriculum)	School serving youth suspended for tobacco related offenses	By January 2014 and ongoing	Beginning 1/2014
School nurses	Trained in Basic Tobacco Intervention Skills (5A's)	Identified at risk – one on one	As needed upon referral (self, parent, staff)	1/31/14 & as needed
School nurses	Trained in Tobacco Free Generations (HS RN's only)	Pregnant and Parenting minors	8 lessons @ PHS – P & P group @ other HS – as needed using materials one on one	1/31/14 & as needed
School nurses	Trained to present Second Hand Smoke lessons to 4 <sup>th</sup> and 6 <sup>th</sup> grade classrooms	4 <sup>th</sup> grade classes 6 <sup>th</sup> grade Core, Life Skills, Science, PE or other identified classes	1 presentation per classroom per school year	10/31/13 & as needed

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School nurses	Participate in TUPE collaboration meetings	Collaborators, staff	Four times per year	Beginning 8/2013
6 <sup>th</sup> grade teachers	Trained in Minnesota Smoking Prevention Project (MSPP) curriculum	6 <sup>th</sup> grade students	6 Core lessons over 10 class periods annually	1/31/14, annually for new teachers
7 <sup>th</sup> grade teachers	Trained in Project Alert curriculum	7 <sup>th</sup> grade classes (Science, PE or other identified classes)	11 sequential core classes annually	10/31/13, annually for new teachers
8 <sup>th</sup> grade teachers	Trained in Project Alert curriculum	8 <sup>th</sup> grade classes (Science, PE or other identified classes)	3 booster lessons annually	10/31/13, annually for new teachers
9 <sup>th</sup> grade Health teachers	Trained in Project Toward No Drug Abuse	9 <sup>th</sup> grade Health classes	12 sequential lessons per semester class	10/31/13, annually for new teachers
9 <sup>th</sup> – 12 <sup>th</sup> grade Continuation teachers	Trained in Project Toward No Drug Abuse	Homeroom classes at Pacific HS	12 sequential lessons per semester class	10/31/13, annually for new teachers
9 <sup>th</sup> – 12 <sup>th</sup> grade Continuation teacher (P & P teacher)	Trained in Tobacco Free Generations	Pregnant and Parenting minors	# ___ lessons @ PHS – P & P group	1/31/14 & as needed
Teacher liaisons from each site	Serve as site contact & liaison between teachers & staff, provide input for reports	Teachers, staff, collaborators	Attend liaison meetings four times per year and tasks as needed	Beginning 8/2013
VCPH Tobacco	Provide training: Basic Tobacco Intervention Skills (5A's) Tobacco 101 Second hand smoke effect	School RN's	3 training sessions in year 1, 1 training session in years 2 & 3	1/31/14 & as needed

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VCPH Tobacco Education Program	Provide cessation groups Using ALA N-O-T On Tobacco (VUSD pays for 3 staff to be trained in year 1)	Identified high school students referred for cessation by self, parent, staff	1 group rotating between 4 high school campuses during the school day alternating schools each semester (BHS, VHS, FTHS & ECHS, PHS)	Beginning 2/1/14
VCPH Tobacco Education Program	Retail Campaign and Tobacco Retailer Licensing Policy for City of Ventura	Identified student volunteers as a service-learning project	1 group made up of students from the 5 high school campuses	Beginning 10/1/13
VCPH Tobacco Education Program	Participate in TUPE collaboration meetings	Collaborators, staff	Four times per year	Beginning 8/2013
Straight Up VC	Campus-wide Prevention events	Middle schools (AMS, BMS, CMS, DATA, BROCC, Sunset)	1 event per year per campus	Beginning 10/1/13
Straight Up VC	Tobacco Youth Advocacy Project	Friday Night Live Mentor Program (BHS→BMS, VHS→CMS)	1 advocacy project per mentor group per year	Beginning 10/1/13
Straight Up VC	Tobacco Education/Youth Development Activities (Tobacco Game Show, Social Change Theater, Tobacco Advocates video project)	Identified Middle School classes and 9 <sup>th</sup> grade Health classes Gay-Straight Alliance Clubs, Friday Night Live clubs, Service Clubs or other interested campus groups	Minimum 1 class per middle school and high school per year Minimum of 1 club activity/event per high school campus per year	Beginning 9/15/13  Beginning 9/15/13
Straight Up VC	Tobacco Youth Development Activities	Pregnant and Parenting Teens (PHS)	1 advocacy project per year	Beginning 9/15/13
Straight Up VC	Participate in TUPE collaboration meetings	Collaborators, staff	Four times per year	Beginning 8/2013

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Ventura County Office of Education Comprehensive Health & Prevention Programs	TUPE grant technical assistance	Collaborators, staff	As needed	Beginning 8/2013
VCOE CH & PP	Friday Night Live Mentor Program	BHS student mentors and BMS student protégés (30 students max) VHS student mentors and CMS student protégés (30 students max)	Program takes place over the course of about 16-18 weeks during the school year.	Beginning 10/1/13
VCOE CH & PP	Participate in TUPE collaboration meetings	Collaborators, staff	Four times per year	Beginning 8/2013
VCOE CalSAFE Teen Parent Program	Provide Tobacco Free Generations Training	School nurses (HS) & identified teacher(s) at PHS	1 training session in year 1, 2 & 3	1/31/14 & as needed
VCOE Research & Evaluation	Grant evaluation and support	Collaborators, staff	As needed and for all reporting periods	Beginning 8/2013
VCOE R & E	Participate in TUPE collaboration meetings	Collaborators, staff	Four times per year	Beginning 8/2013
American Cancer Society	Provide anti-tobacco related educational and incentive materials for students, staff and parents	Students, staff, parents	As available	Beginning 8/2013
American Cancer Society	Participate in TUPE collaboration meetings	Collaborators, staff	Four times per year	Beginning 8/2013
American Lung Association	Train 3 VCPH TEP staff in Project N-O-T On tobacco	VCPH TEP staff	1 training in year 1	By 1/31/14