SAN LEANDRO UNIFIED SCHOOL DISTRICT

Student Services - Special Education - Community Wellness
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Superintendent

Memorandum of Understanding Between Alameda County Office of Education And San Leandro Unified School District (SLUSD), San Leandro High School, Lincoln Continuation High School, John Muir and Bancroft Middle School

This Memorandum of Understanding serves as an agreement between the Alameda County Office of Education (ACOE), San Leandro Unified School District and San Leandro High School, Lincoln Continuation High School, John Muir and Bancroft Middle Schools, regarding the administration of the Tobacco Use Prevention and Education (TUPE) program. Each partner in this agreement will work to provide students with the knowledge and skills that enable them to be tobacco free and to develop California's next generation of tobacco-free advocates who represent a cross-section of California's priority populations. Comprehensive evidence-based, research-validated, tobacco-use prevention, education, youth development, peer education, interventions, and cessation programs are all critical components of our work.

The program will be implemented during the school year, during regular school hours, for the period of July 1, 2017 thru June 30, 2020, and each partner commits to our collaborative and individual responsibilities outlined in this MOU.

Alameda County Office of Education (ACOE) will:

- Provide project management staff to develop and implement an extensive tobacco-use prevention and education program aligned to the needs of the consortium, the district, and individual school site identified in this MOU.
- Recruit, hire and train staff to provide curriculum, peer education, and positive youth development support.
- Conduct criminal background checks through the California Department of Justice, pursuant to Education Code 45125.1 for all TUPE staff.
- Provide the district and schools with the appropriate curriculum materials (Project Alert/Project TND) for teachers implementing the core Project Alert lessons in grade 7

and booster lessons in grade 8 and all Project TND lessons in 9th grade (all students in the continuation schools).

- Provide professional development, and support, for teachers implementing Project Alert and Project TND.
- Provide reimbursement for substitute teacher costs for teachers attending curriculum training (as needed).
- Provide annual training for site coordinators. Site coordinators to be chosen by school site administrator.
- Provide stipends for site coordinators. Stipends to be paid from ACOE directly to District. District to pay site coordinators through their payroll process.
- Provide peer educator trainings for 10-30 students per school site annually.
- Pay registration and substitute costs (when appropriate) for site coordinator to attend the annual Northern California Safe and Healthy Schools Conference.
- Pay the registration for two additional staff from the school site to attend the Northern California Safe and Healthy Schools Conference.
- Pay for one adult and 10 students from the school site to attend the Teens Tackle Tobacco Conference annually.
- Organize the Northern California Safe and Healthy Schools and Teens Tackle Tobacco conferences annually.
- Purchase anti-tobacco materials and program supplies as needed, and budgeted for in the grant.
- Facilitate quarterly TUPE meetings for district liaisons and site coordinators in the district.
- Complete all grant reports, including fiscal reporting.

San Leandro Unified School District (SLUSD) will:

- Appoint an administrator to attend quarterly TUPE meetings with their school site coordinators (to be held at the district office).
- Work closely with School Site Administrators and ACOE staff to create support for the program among Site Coordinators and within the school community.
- Maintain tobacco-free certification for all schools within the district including the maintenance of tobacco-free signage at all school entrances and key areas.
- Support the biennial administration of the California Healthy Kids Survey (or other alternative State required survey) – ***PAID FOR BY GRANT.***

San Leandro High, Lincoln Continuation High School, John Muir and Bancroft Middle Schools will:

- Recruit a teacher or other staff member to act as the TUPE Coordinator for all participating secondary sites – ***STIPEND AND SOME MATERIALS/SUPPLIES PAID FOR BY GRANT.***

- Work closely with the Site Coordinator and ACOE staff to create support for the program among school staff and within the school community.
- MIDDLE SCHOOLS - Designate staff to teach Project ALERT core lessons to all students in grade seven and booster lessons to all students in grade eight – ***TRAINING AND MATERIALS PAID FOR BY GRANT***.
- HIGH SCHOOLS - Designate staff to teach Project TND lessons to all students in grade nine – ***TRAINING AND MATERIALS PAID FOR BY GRANT***.
- Identify students to be trained as peer educators to be trained and supported by ACOE staff - ***TRAINING AND MATERIALS PAID FOR BY GRANT***.
- Work closely with COST/SST at the school and/or the ATOD Counselor to offer tobacco intervention counseling as an alternative to suspension for students caught smoking on campus – ***ATOD COUNSELING PAID FOR BY GRANT AND/OR OTHER OUTSIDE AGENCY FUNDING IF AVAILABLE.***
- Provide space on campus, at least one day per week, for confidential intervention and cessation counseling if needed at the site.
- Allow students out of class during the school day for confidential intervention and cessation counseling.
- Adhere to all state and federal laws relating to confidential drug and alcohol services including those related to parental consent and notification.
- Enforce district tobacco-free policies including the enforcement of no tobacco use on campus.
- Administer the California Healthy Kids Survey (or other alternative State required survey) biennially for all students in grades 7, 9, and 11, and all students at alternative school settings – ***PAID FOR BY GRANT***.

Alameda County Office of Education TUPE Program Manager	12/9/16 Date
District TUPE Coordinator (or other appropriate district administrator)	11/15/16 Date
Principal, San Leandro High School	11/7/16 Date
Principal, Lincoln Continuation High School	11/4/16 Date
Principal, John Muir Middle School	11/7/16 Date
Principal, Bancroft Middle School	11/7/16 Date

Deputy Superintendent **Date**