

# California Department of Education

## Tobacco-Use Prevention Education Office

### INSTRUCTIONS FOR COMPLETION OF TOBACCO-FREE CERTIFICATION DOCUMENTS

The district, direct-funded charter school, or county office of education (COE) must meet the requirements for tobacco-free certification by June 30 to apply for TUPE funding during that fiscal year. **If the District/Charter/COE does not meet the requirements for certification until after June 30, they are ineligible to apply for TUPE funding until the following fiscal year.**

If compliance cannot be documented for **any** compliance requirement, the agency is not eligible to apply for TUPE funding from the Cigarette and Tobacco Products Surtax Fund.

On the top two lines, print the name of the school district, charter school or COE; County name; County/District/School (CDS) Code; Contact Person; E-mail address; Telephone number; and Date Submitted. The CDS code includes the 2-digit county code, 5-digit district code, and 7-digit school code. The school code is necessary only if a direct-funded charter school. For districts and COEs, use "0000000" as the school code.

For each compliance requirement, the agency should assemble the required documentation as identified on the form.

Suggested documentation includes:

1. Copies of the board adopted policies and corresponding administrative regulations that impact students, staff, visitors, and civic use permit holders.

For agencies that subscribe to the California School Board Association's services, this could include the following policies:

- a. Board Policy (BP) 1330 and Administrative Regulation (AR) 1330
  - b. BP 3513.3 and AR 35313.3
  - c. BP 5131.62 and AR 5131.62
2. A memorandum/letter from the agencies lead administrator, or designee, which states the agency will fully enforce all aspects of the tobacco-free policies adopted by the governing board.
  3. A written description of how students, parents, and staff are made aware of the agency's tobacco-free policy and enforcement procedures
  4. A written description of how the community is made aware of the agency's policy including civic use permits.

5. A clear picture of a permanent sign posted on agency property that represents the signage used by the agency to alert visitors to the agency's prohibition of tobacco-use.
6. A written description of the cessation opportunities available to students and staff, a description of how students and staff are made aware of these services and encouraged to access them. (**Note:** The agency is not required to provide the services, but must be able to identify where and how services are available.)

After completing the upper portion of the form and assembling all the supporting documentation showing the agency's compliance with the law, **submit the certification form and supporting documentation to the COE TUPE Coordinator or to the CDE's Tobacco-Use Prevention Education Office (TUPEO).**

A list of the COE TUPE coordinators is available on the CDE's County Office of Education TUPE Coordinators Web page at <http://www.cde.ca.gov/ls/he/at/countycoordinators.asp>.

The COE TUPE coordinator will review all the documentation submitted by the agency to demonstrate compliance with the law. The coordinator will notify an agency directly if documentation does not clearly demonstrate compliance and assist the agency in meeting compliance.

If an agency demonstrates compliance with all requirements, the county coordinator will sign and date the certification form. The effective date of this certification will be July 1 of the fiscal year **following** the approval of the document. The certification will expire three years from the effective date. The COE Coordinator will enter the effective date and expiration date of the certification at the bottom of the document. The COE TUPE Coordinator will submit the original form to the TUPEO and return a copy to the agency. The COE will retain the submitted documentation for audit purposes.

**Note:** The county TUPE coordinator cannot certify the COE and must submit the required documentation with this form to the TUPEO for review and certification.

If you have any questions regarding Tobacco-Free Certification, contact your COE TUPE Coordinator or the CDE TUPEO at 916-323-1540.

For more information concerning the TUPE Program, please visit the CDE's Tobacco-Use Prevention Education Program Web page at <http://www.cde.ca.gov/ls/he/at/tupe.asp>.

# Sample Assurance Letter

## TYPE ON AGENCY LETTERHEAD

To: Tobacco-Use Prevention Education Office  
California Department of Education

From: Placer County Office of Education  
Agency Name

\_\_\_\_\_  
County  
Code (2 digits)

\_\_\_\_\_  
District  
Code (5 digits)

\_\_\_\_\_  
School  
Code (7digits)

Re: **Assurance of Compliance with Tobacco-Free Policy**

As the [*Superintendent/Assistant Superintendent/CEO*] of [*agency name*], I hereby attest that this agency complies with California Health and Safety Code, Section 104420, as it pertains to:

- Adoption of Tobacco-Free policy and enforcement procedures,
- Communication of said policy and enforcement procedures to staff, students, parents, and community,
- Posting of appropriate signs at all entrances to agency property, and
- Dissemination of information to students and staff regarding tobacco cessation opportunities.

This memorandum is my assurance to the California Department of Education that this agency will enforce all aspects of the policy adopted by the agency's Governing Board.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date