

**CALIFORNIA DEPARTMENT OF EDUCATION
TOBACCO-FREE SCHOOL DISTRICT CERTIFICATION**

District/Charter/County Office of Education Name		County Name	County-District-School (CDS) Code	
Contact Person	E-mail		Telephone Number	Date Submitted

**CALIFORNIA HEALTH AND SAFETY CODE, Section 104420
Compliance Requirements**

- The agency’s tobacco-free policy prohibits the use of tobacco products any time in agency owned or leased buildings, on agency property, and in agency vehicles. The agency has established written procedures to enforce this policy.
 - **Review** the submitted agency tobacco-free policies **and** enforcement procedures to ensure the above factors are addressed, including dates of approval and revisions. Submitted policies and enforcement should address use by staff, students, visitors, and joint use of property.
 - **Review** the submitted assurance signed by the superintendent or designee that states provisions of the policy are implemented and will be enforced by the agency (see provided sample).
- The agency’s tobacco-free policy specifically prohibits the use of electronic cigarettes or other devices that deliver an aerosolized liquid.
- Policy and enforcement procedures have been communicated clearly to agency personnel, parents, students, and the larger community.
 - **Review** the submitted description of how the information was disseminated to show the policy and enforcement procedures have been communicated.
- Permanent signs stating, “Tobacco Use is Prohibited” are prominently displayed at all entrances to all agency properties/locations.
 - **Review** submitted evidence of compliance that includes a picture of a permanent sign.
- Information about tobacco cessation support programs is made available and encouraged for students and staff.
 - **Review** the submitted description as to how information regarding these programs is disseminated.

County Office of Education (COE) coordinators for the Tobacco-Use Prevention Education (TUPE) Program should request of each district or direct-funded charter school evidence of compliance as outlined above for review by the COE and complete this form for submission to the California Department of Education (CDE).

Note: COEs must submit this form and documentation pertaining to the certification of the COE to the CDE Tobacco-Use Prevention Education Office (TUPEO) for review.

Agencies must meet the requirements for certification by July 1 to apply for TUPE funding for that fiscal year. If the agency does not meet the requirements for certification until after July 1, it is ineligible to apply for TUPE funding until the following fiscal year.

For County and State Use Only

The agency identified above meets the criteria for certification as a Tobacco-Free agency as defined in California *Health and Safety Code, Section 104420* and is eligible to apply for funding beginning July 1, 20___. This certification will remain valid until June 30, 20___.

Signature of COE TUPE Coordinator	Printed Name	Telephone Number	Date
Signature of CDE Consultant (for COE submissions)	Printed Name	Date	Date Entered and Initials