


WYOMING NICOTINE FREE SCHOOL TOOLKIT



Wyoming
Department
of Health



WYOMING
CANCER COALITION



This Wyoming Nicotine Free School Toolkit is a guide that was developed by the Wyoming Cancer Coalition Prevention Workgroup in partnership with the Wyoming Tobacco Prevention and Control Program and local Wyoming Community Prevention Specialists.

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TABLE OF CONTENTS

Add Headings (Format > Paragraph styles) and they will appear in your table of contents.

INTRODUCTION

Wyoming Youth Tobacco and E-Cigarette Use

COMPREHENSIVE TOBACCO/NICOTINE FREE SCHOOL POLICY GUIDE

Checklist

Model Policy

COMMUNICATION AND SIGNAGE

Communication Guidance

Sample Announcement

Sample Staff Memo

Sample Parent Letter

EDUCATION AND CESSATION RESOURCES

For Youth

For Adults

SOURCES

INTRODUCTION

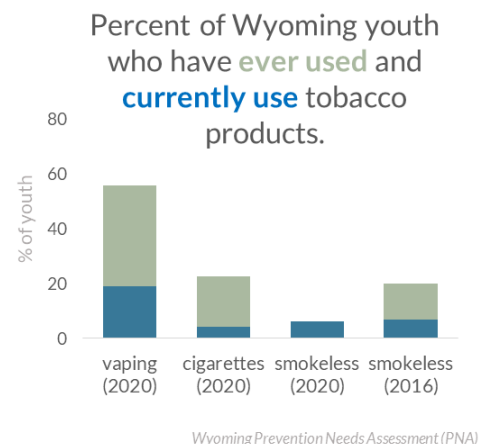
The intended purpose of this toolkit is to help school districts in Wyoming update, implement, and enforce a comprehensive nicotine-free policy.

Activities that have been shown to prevent and reduce youth nicotine product use include:

- Tobacco tax increase
- Prohibiting nicotine use in indoor areas of workplaces and public places
- Raising the minimum age of sale
- Mass media messages aimed at youth to counter tobacco product ads
- Programs that lower tobacco advertising, promotions and help make nicotine products less easily available
- **Community programs and school policies that encourage a nicotine-free environment and lifestyle**

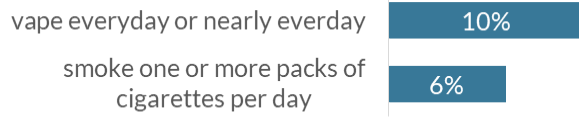
YOUTH TOBACCO AND NICOTINE USE

An estimated 4.47 million youth are tobacco product users in the United States.¹ Although the percentage of youth reporting currently smoking cigarettes or using smokeless tobacco has continued to decline to historically low rates, the percentage of youth who report vaping has increased rapidly in recent years. Vaping is now the most commonly reported substance used by Wyoming youth. A higher percentage of youth report currently vaping more than any other substance monitored including alcohol, marijuana, and other illicit drugs. In 2020, 19% of youth reported currently vaping, 6% of youth reported using smokeless tobacco, and 4% of youth reported smoking cigarettes.



¹ Centers for Disease Control and Prevention (CDC). Youth and Tobacco Use. 2022. [https://www.cdc.gov/tobacco/data_statistics/fact_sheets/youth_data/tobacco_use/index.htm#:~:text=The%20declines%20resulted%20in%20an.to%202019%20\(6.20%20million\).](https://www.cdc.gov/tobacco/data_statistics/fact_sheets/youth_data/tobacco_use/index.htm#:~:text=The%20declines%20resulted%20in%20an.to%202019%20(6.20%20million).)

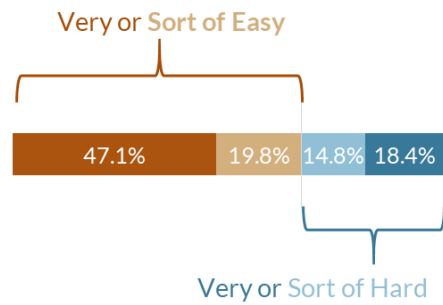
The percent of youth who think there would be no risk to.....



Access to tobacco products is a risk factor for youth use. The majority (67%) of high schoolers report it is very or sort of easy to get cigarettes if they want some. Access to vaping products is currently unknown.

Perception of harm is a protective factor for substance abuse prevention. Students with a strong perception of harm are less likely to engage in unhealthy substance use/abuse. Wyoming youth have a high perception of harm on cigarettes but a lower perception of harm from vaping.

If you wanted to get some cigarettes, how easy would it be for you to get some? Wyoming high schoolers responded....





COMPREHENSIVE TOBACCO/NICOTINE-FREE CHECKLIST AND POLICY

OVERVIEW

This checklist and model policy are intended to be used as a resource by school districts and community members to update, implement, and enforce a comprehensive tobacco-free/nicotine-free school policy.

SPECIFICATIONS

Comprehensive tobacco-free/nicotine-free school policies must:

- ✓ Extend to all types of tobacco, nicotine, and electronic smoking device products (i.e. not only cigarettes; consider including, but not limiting to products such as dissolvable, spitless, snus, chewing, and e-cigarettes)
- ✓ Apply to all school grounds, vehicles, and school-sponsored events at all times
- ✓ Include who the enforcement entity is (e.g., “the administration”) and steps to address violations

Comprehensive tobacco-free/nicotine-free school policies should include:

- ✓ Purpose: Explain why this policy was created, the goals for the policy, and/or the importance to follow through with the policy.
- ✓ Alternatives to punishment: Provide youth with education and resources as an alternative to traditional punishment (i.e., suspension and expulsion)
- ✓ Dissemination: Appropriate signage should be posted throughout the district at entrances and other highly visible locations to indicate that the district requires an environment free of commercial tobacco and nicotine (if applicable). The policy should be posted in handbooks, during orientation, staff training, and reminder announcements at appropriate intervals when possible.

MODEL TOBACCO/NICOTINE FREE SCHOOL POLICY

This model policy was developed by the Wyoming Tobacco Prevention and Control Unit using resources provided by the Public Health Law Center and other state model policies. School district staff should replace all highlighted gray sections with their school information. The enforcement section is a best practice sample and can be updated to fit the capacity and needs of the district.

I. Purpose

This is a comprehensive policy designed to ensure a safe learning and work environment free of commercial tobacco and nicotine products.

- A. [district name/school name] recognizes that the use of commercial tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The board is acutely aware of the serious health risks associated with the use of commercial tobacco products, including electronic smoking devices, to users and non-users. The [district or school] believes that the use or promotion of commercial tobacco products, including electronic smoking devices, on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors.
- B. The [district or school] embraces that adult staff and visitors serve as role models for students. The [district or school] embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other commercial tobacco use for the students, staff, and visitors.

Therefore, the [district or school] adopts the following commercial tobacco free/nicotine free policy:

II. General Statement of Policy

- A. [district/school name] students are prohibited from possessing, using, consuming, displaying, promoting, or selling any tobacco or nicotine products, tobacco or nicotine-related devices, imitation tobacco or nicotine products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.
- B. Administrators, staff, or visitors of [district/school name] are prohibited from using, consuming, displaying, promoting, or selling any tobacco or nicotine products, tobacco or nicotine-related devices, imitation tobacco or nicotine products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

- C. (district/school name) shall act to enforce this policy and to take appropriate action against any student, staff, administrator, or visitor who is found to have violated this policy.
- D. Instruction to discourage the use of tobacco products shall be included in the education provided for all students. [Staff or community member] responsible for teaching tobacco use prevention shall have adequate training and participate in ongoing professional development activities to effectively deliver the education program as planned.

III. Exception

- A. It shall not be a violation of this policy for a person to possess or provide tobacco, tobacco-related devices, imitation tobacco products, or lighters to any other person as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice. It shall not be a violation of this policy to use tobacco or tobacco-related devices as part of an educational experience related to indigenous tobacco practices that have been approved by administrators.

IV. Opportunities for Cessation Programs

- A. Administrators shall consult with the (local public health department or other appropriate health) and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.
- B. Administrators shall identify and offer evidence-based programs and services for staff that use tobacco products to support them in complying with this policy (i.e., My Life, My Quit, Wyoming Quit Tobacco).

V. Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the whole [district/school name] community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the [district/school name] community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

A. Students

1. The first violation shall result in confiscation of tobacco/nicotine products, tobacco/nicotine-related devices, imitation tobacco/nicotine products, or lighters; notification of parents and/or guardians; and provide resources for My Life, My Quit.
2. The second violation shall result in confiscation of tobacco/nicotine products, tobacco/nicotine-related devices, imitation tobacco/nicotine products, or lighters; notification of parents and/or guardians; and enrollment in My Life, My Quit or participation in another tobacco/nicotine education program.
3. The third and subsequent violations shall result in confiscation of tobacco/nicotine products, tobacco/nicotine-related devices, imitation tobacco/nicotine products, or

lighters; notification of parents and/or guardians; enrollment in My Life, My Quit or participation in another tobacco/nicotine education program and student assessment with a chemical health educator/treatment provider.

B. Staff Violations

1. The first violation of this policy shall result in a verbal warning to the staff member and an offer of a referral to Wyoming Quit Tobacco.
2. The second violation shall result in a written warning to the staff member with a copy placed in the staff member's district personnel file and an offer of referral to Wyoming Quit Tobacco.
3. The third violation shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures.

C. Visitor Violations

1. Visitors observed violating this policy shall be asked to comply with [district/school name]'s tobacco/nicotine free policy.
2. If a visitor fails to comply with the request, this policy violation may be referred to the building principal or other available school district supervisory personnel. The supervisor shall decide on further action that may include a directive that the visitor leaves school property and forfeit any fee charged for admission to a school-sponsored event.
3. Repeated violations may result in a recommendation that the superintendent prohibits the individual from entering [district/school name]'s property for a specified period of time.

VI. Dissemination of Policy

- A. Appropriate signage shall be posted throughout the district at building entrances and other highly visible locations on all school buildings, building entrances, vehicles, vehicular entrances to school grounds, and all indoor and outdoor athletic facilities indicating that [district/school name] requires an environment free of commercial tobacco and nicotine.
- B. The [school or district] shall notify students and parents/guardians of this policy through student handbooks and orientations.
- C. The [school or district] shall provide notice of this policy in staff handbooks, through orientations and employee or staff training, and when offering employment.
- D. The [school or district] shall make reminder announcements of its commercial tobacco/nicotine free policy at [school or district] events at appropriate intervals throughout the events, when possible.

VII. Program Evaluation

- A. The tobacco/nicotine free policy shall be assessed by the school district or its designee evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

VIII. Effective Date

This policy shall take effect in full on [Insert date].

COMMUNICATION AND SIGNAGE

Many school districts have found that nicotine-free policies are largely self-enforced as long as the policy is communicated to students, staff, and visitors. There are a variety of ways to let people know about the policy. This section includes samples of communication and signage.

COMMUNICATING POLICY TO STUDENTS

- Involve student groups or clubs in developing and delivering announcements about the policy.
- Update the student handbook to include the policy and consequences for violations.
- Have students lead efforts in designing posters, banners, or signs to hang in heavily-trafficked areas to promote the policy.

COMMUNICATING POLICY TO STAFF

- Update staff handbook to include the policy and consequences for violations.
- Communicate policy during staff orientation and training.
- Staff memo/email to inform school staff annually about the policy.

COMMUNICATING POLICY TO PARENTS

- Notify parents and guardians of policy in newsletters.
- Have a template letter ready to notify parents or guardians of student policy violations.

COMMUNICATING POLICY TO VISITORS

- Tobacco free and nicotine free signage should be posted at all entrances to school buildings, athletic facilities, grounds, and other heavily trafficked areas.
- Announce policy at school events, meetings, concerts, and plays and include information on policy in bulletins and flyers.

SAMPLE ANNOUNCEMENTS

Reminding visitors, students, and staff during school events is a way to enforce the tobacco/nicotine free policy. Below are a few options for audio or print announcements.

Indoor Event: At this time, we would like to remind our visitors that [school] prioritizes the safety of our students. Please remember that the use of tobacco or vape products is strictly prohibited. We appreciate your support in keeping our school and campus tobacco free. Enjoy the [event, game, performance]!

Outdoor Event: Secondhand smoke, even outdoors, can be dangerous for others, especially those with health problems such as asthma or allergies. [school] would like to remind our visitors that the use of tobacco and vape products is strictly prohibited on all school property, including in and around the fields and parking lots. Enjoy the [event, game, performance]!

SAMPLE STAFF MEMO

Dear Staff,

Maintaining a healthy, safe learning environment is a priority for us. We are implementing a tobacco/nicotine free school policy as of [date]. This policy strictly prohibits all tobacco and vape use by students, staff, and visitors at all times, including school events and off-site school activities. This policy covers all school property including, parking lots, playgrounds, and fields. A copy of the policy is attached.

As a staff member, it is critical you are aware of and in compliance with our tobacco/nicotine policy. With our positions, all school personnel is required to enforce and comply with this policy. If staff encounter policy violations, [put in violation guidelines here]. Working together to enforce this policy will ensure its effectiveness with our students and fellow staff. We appreciate your help in supporting this policy.

There are resources for staff members and other adults who use tobacco or vape products and want to quit. Wyoming has a free Quitline, 1-800-QUIT-NOW, or quitwyo.org, where they can receive free Nicotine Replacement Therapy, one-on-one coaching, and a customized quit plan.

If you have questions or comments about the policy, please feel free to contact [point of contact].



SAMPLE PARENT LETTER

Dear Parents,

On [date], [school], [signed or updated] a comprehensive tobacco/nicotine free school policy. This policy prohibits all tobacco and vape use by students, staff, and visitors at all times, including school events and off-site school activities. This policy covers all school property, including parking lots, playgrounds, and fields. A copy of the policy is attached.

We have put this policy in place to keep our students safe and healthy. Our school is a place where students develop lifelong behaviors and we are committed to helping them build positive ones.

There are helpful resources for youth or adults in our community who use tobacco or vape products and want to quit. For youth, Wyoming has a free youth cessation program, My Life My Quit, where students can text “Start My Quit” to 36072 or visit mylifemyquit.com. Wyoming also has a free Quitline for adults. They can receive free Nicotine Replacement Therapy, one-on-one coaching, and a customized quit plan at 1-800-QUIT-NOW or quitwyo.org.

EDUCATION AND CESSATION RESOURCES

A policy that focuses on education and cessation instead of punishment is the best practice. Tobacco and nicotine education should also be a regular topic in curriculum. The promotion of cessation is a tool to help youth who want to quit using nicotine products confidentially. Contact wdh.prevention@wyo.gov for updated resources, ask questions, and get in touch with your local Community Prevention Specialist.

YOUTH EDUCATION

kNOw Vape

This youth vaping campaign was developed by the Wyoming Tobacco Prevention and Control Program with Warehouse 21 Customization.

<https://warehouse21.wyoming.gov/s/fmq47dh508a01lmxvtzo633a8whcozo1/folder/129489612552>



Behind the Haze is an evidence-based, educational media campaign for youth prevention and support for cessation. There are free downloads on their website

Behindthehaze.com



This initiative provides compelling information and resources related to nicotine prevention and cessation. Free educational materials are available on their website.

truthinitiative.org

YOUTH CESSATION



My Life, My Quit is a free and confidential program for youth to quit using tobacco or nicotine products. The Wyoming Department of Health partners with National Jewish Health to provide one-on-one coaching sessions, self-help and educational materials designed for teens, and additional support by phone, text message, or online chat.

Mylifemyquit.org

Text “Start My Quit” to 36072

Second Chance Tobacco

Second Chance is an alternative to punishment program for students who violate the nicotine free policy at school. This program takes about 2 hours for students to complete. For more information, contact RMC Health at 303-867-9133 or talk to your Community Prevention Specialist.

N-O-T on Tobacco

This cessation program helps teens quit by addressing total health in order to develop and maintain positive behaviors. This program is 10 sessions held in a small group setting.

lung.org/quit-smoking/helping-teens-quit/not-on-tobacco

INDEPTH

This is an alternative to a punishment program. INDEPTH educates students about nicotine dependence and establishes health alternatives. This program is 4 sessions held in a small group setting.

lung.org/quit-smoking/helping-teens-quit/indepth

ADULT CESSATION



Wyoming who are ready to quit tobacco or nicotine products. WQT is available 24/7 online or by phone. One-on-one coaching sessions, individualized quit plans, and up to 12 weeks of Nicotine Replacement Therapy (NRT) are available for eligible participants.

Quitwyo.org **1-800-QUIT NOW**

Wyoming Quit Tobacco (WQT) is a free service available to all adult residents of

SOURCES

Youth Tobacco Use: Results from the National Youth Tobacco Survey

<https://www.fda.gov/tobacco-products/youth-and-tobacco/results-annual-national-youth-tobacco-survey>

CDC's Guidelines for School Health Programs to Prevent Tobacco Use and Addiction

<https://www.cdc.gov/mmwr/PDF/RR/RR4302.pdf>

Public Health Law Center's Model Tobacco Free Policy for Kansas Schools

<https://www.publichealthlawcenter.org/sites/default/files/resources/Kansas-tobacco-free-schools-model-policies-2017.pdf>

Iowa Vape Free Schools Toolkit

<https://drive.google.com/file/d/1DvSxB9KPbluxAZU1dDaTkWlqAzibuVU4/view>



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