

Waste Reduction and Recycling Pathway Step 4 (Take Action)

Complete all the “mandatory” items and at least one of the “reach for the stars” items below in each category. Please check boxes next to items when the items are accomplished.

I. Teachers and Staff Take Action

Mandatory

- Recycle mixed paper, bottles and cans on campus.
- Make double-sided copies whenever possible. ^{A, B}
- Limit use of paper handouts. Use the blackboard/whiteboard, overhead projector, and/or refer students to books and web sites whenever possible. ^{A, B}
- Use email instead of paper copies for one or more regularly issued staff or parent newsletter, bulletin or memo. ^{A, B}

Reach for the Stars

Check one or more from the list below:

- Create and sign a personal Waste Reduction, Recycling, and Composting Pledge that includes at least five actions to take to reduce waste.
- Reduce excess newspaper deliveries and request removal from vendor mail lists. ^{A, B}
- Print only the number of copies needed for students. Match print runs to number of users and use half sheets to “right size” the paper for each job. ^A
- Eliminate fax cover sheets by using “sticky” fax directory notes. ^D
- Reuse envelopes by covering old addresses and postage, and affixing new addresses and postage. ^D
- Collect cell phones and printer cartridges from the community. These can be used as a fundraising effort. ^{*}
- Bring “waste-free” lunches to school. ^{**}
- Use a reusable water bottle and/or cup.
- Replace disposable plates, glasses and cups with reusable products in the classroom/ staff break room/ meeting room. ^C
- Set up and maintain a classroom worm composting bin. ^C

- Set printers and copies to default double-sided printing and copying.
- Change the default margins in word processing programs from 1.25 to 0.75 inches.
- Staff members conduct a waste audit to determine how much waste they individually generate in a week or in a month.
- Other:

2. Outreach

(Some of the requirements below may have been accomplished via the Classroom Certification Program.)

Mandatory

- Encourage and publicize waste reduction, recycling and composting at school and at home through signage, daily announcements, school newsletter and through other means.
- Post signs on or near recycling bins to educate the types of materials that are accepted in the school's recycling program.
- Provide students, parents/ guardians, faculty, and custodians' information about the school's waste reduction, recycling and composting procedures and program at the beginning of every school year through newsletters, announcements, and back-to-school mailing packets, etc.

Reach for the Stars

Check one or more from the list below:

- Issue a press release(s) to local media outlets about the school's waste reduction, recycling and composting efforts and results of the program.
- Promote "waste free lunches" through signage, daily announcements, or school newsletters, etc., and by having staff/teachers asking students/families to bring their lunch in reusable bags/boxes and to use reusable water bottles.^A
- Encourage students to take only what they will eat for lunch offered in the school cafeteria, and adopt an "Offer vs. Serve" policy consistent with state and federal nutrition guidelines.^A
- Student, staff and/or parent volunteers oversee waste sorting during lunch and break period so students properly compost and recycle their waste.^A
- Promote "paper free" or "no print" days three times during the school year to encourage the habit of only printing what is needed.^{A, B}
- Implement waste-free celebrations and events.^A

- Establish a relationship with a sister school internationally with similar academic/ environmental goals so students can be engaged with the global community.
- Students create signage identifying what is recyclable to be placed near all the recycling bins on campus.
- Students develop and send surveys out to families regarding waste reduction, recycling and composting at school, and at home.
- Students create pamphlets for parents informing them about the environmental effects of waste reduction, recycling, and composting.
- Students and their families create and sign a Family Waste Reduction, Recycling, and Composting Pledge that includes at least five actions they will take to reduce waste.
- Students teach other students using activities or lessons relating to waste reduction, recycling, and composting.
- Students perform a skit, puppet show, or other type of educational entertainment related to waste reduction, recycling and composting for other students, community members, or another school.
- Students design displays for the foyer, commons, cafeteria, bulletin boards or other space to educate students and staff about the school's waste reduction, recycling and compost program and list actions that they can take at school and at home.
- Students create specific waste reduction campaigns – a waste-free lunch campaign, a reusable water bottle campaign, or worm compost program – and set measurable goals.
- If school grounds are used by the community, encourage waste reduction and recycling at events.
- Other: _____

3. Professional Development

Mandatory

- Introduce the entire school staff to the school's waste reduction, reuse, recycling and/or composting policies and procedures at the beginning of every school year.^B

Reach for the Stars

Check one or more from the list below:

- Prepare a school case study and share with the Green Star Schools program.

- Work with other teachers at school to coordinate activities across Green Star School pathways and grade levels. *(This action may have been accomplished via the Classroom Certification Program.)*
- Based on the scope and sequence plan, have the appropriate teaching staff take or give workshops or courses that include how to integrate the topics of resource conservation, waste reduction, reuse, recycling, and/or composting into classroom lessons and activities.
- Other: _____

4. Facilities/ Maintenance

Mandatory

Is your school currently a CHPS or LEED, Green Business certified school?

Yes - Year certified__

No

If Yes, then you may have met some of the mandatory facility requirements below.

There is a recycling container in every room.

All indoor recycling containers are emptied into the recycling carts or bins that are serviced by the hauler. ^{A, B}

Place clearly labeled recycling containers in all classroom and staff rooms. The labels/stickers should clearly identify the recyclables that should be placed inside the containers. ^{A, B}

Co-locate recycling bins and garbage containers throughout entire campus where both solid waste/garbage and recyclables are generated.

Place mixed paper recycling containers next to each copier on campus. ^{A, B}

Adjust garbage and recycling collection service as garbage and recycling volumes change over the school year. ^{A, B}

With an organics, mixed paper, bottles and cans recycling services, divert at least 50% of the waste from entering the school's solid waste (garbage) bin(s) ^A OR with only a mixed paper, bottles and cans recycling services divert at least 35% of the waste from entering the school's solid waste bin(s) OR improve the amount of waste diverted from entering the school's solid waste bin(s) by at least 15%. ^B Use current levels of service as baseline.

- For newly remodeled or constructed buildings, comply with the mandatory sections related to waste reductions in the CA Green Building Standards Code. *

Reach for the Stars

Check one or more from the list below:

- Place labeled paper reuse trays in each classroom, staff workroom, and office where one-sided copies are generated or used. ^A
- At least twice during each school year, monitor the school's monthly garbage, compost, and recycling volumes, calculate the monthly recycling rate, and figure out the volume of garbage generated per student. ^A
- Set up a cafeteria food scraps collection program to be commercially composted off-site.
- Collect paper towels in the bathrooms to be commercially composted by the hauler or install air dryers. ^A
- Designate a reuse area for office supplies such as binders, tape, folders, paper clips, hole punchers, etc. ^D
- Collect e-waste and hazardous waste such as batteries, ink cartridges, and toners used on campus in a dedicated recycling area on campus familiar to all staff. ^A
- Organize a Resource Swap Day or an on-line system, providing teachers with an opportunity to acquire valuable classroom supplies from other teachers.
- Organize an End-of-Year Clean-Out to donate or recycle old books, documents, and other materials. ^A
- Switch from water jugs to water filters and have students and staff fill up reusable water bottles instead of disposable cups. ^A
- Replace disposable utensils with compostable or reusable utensils in the cafeteria. ^C
- Replace disposable plates, glasses and cups with reusable products in the student lunchroom/cafeteria. ^C
- Replace disposable/ non-compostable serving trays with reusable, recyclable or compostable (paper or other compostable products) serving trays. ^C
- Use bulk dispensers instead of packaged products (ketchup, mustard, milk, forks, spoons, napkins, etc.) in the lunchroom/ cafeteria. ^C
- Fix and reuse furniture instead of throwing it away.
- Other: _____