



# Green Schools Operations Guide



## REDUCE

- Print and copy using both sides of the page.
- View information electronically instead of printing hard copies
- Reduce junk mail by taking your school name off unwanted mailing lists.
- Save on paper by using whiteboards or overhead projectors for student worksheets and quizzes
- Use rechargeable batteries and solar calculators.
- Establish environmentally friendly guidelines for all purchases, including: products made from recycled materials, with minimal packaging; that can be recharged, refilled, or reused; have longer lifetimes; or can be easily repaired (consider hand dryers in bathrooms).

## REUSE

- Collect unclaimed items from lockers at the end of the year to donate or reuse.
- Set up "swap" areas in classrooms to share reusable materials.
- Donate old or outdated equipment, books or furniture to local community organizations.
- Encourage students to bring their lunch in reusable containers.
- Have students answer questions on scrap paper.
- Work with janitorial staff to practice resource efficiency, such as reusing plastic garbage can liners in rooms that generate only dry waste, buying bulk cleaning supplies and using refillable spray bottles.

## RECYCLE

- Form a 'green team' of students and staff who take leadership of recycling operations and encourage recycling among peers.
- Hold a recycling competition among classes.
- Have a lunchtime sorting monitor at trash/recycling stations to help students dispose of their lunch waste in the proper bins
- Set goals to strive for either in percentage increase in recycling, decrease in waste, or dollar revenue for qualifying recyclables.
- Note areas of heaviest waste disposal – target those areas to implement recycling activities.

## ROT

- Coordinate with kitchen staff to separate compostable food prep scraps and have receptacles for students to put their compostables.
- Use worm bins for indoor composting as a class project.
- Purchase and use compostable trays, utensils, and dishware in the cafeteria.
- Integrate the hands-on decomposition lessons and experiments into science classes.