

THE SCHOOL ADMINISTRATOR'S ROLE

Here are some concrete things you can do to help promote Recycling and/or Zero Waste on your campus and support teachers, students, parents and volunteers working to achieve waste reduction goals (Environmental Champions).

- 1. Understand the Goals and Objectives of those wanting to reduce waste on campus:** Find out what they are trying to accomplish this year. Consider how you can support them so they can reach their goals. Understand that the State has set a 75% waste diversion goal by 2020 and requires schools to recycle.
- 2. Be a Liaison:** Environmental Champions need to connect with other faculty, students, custodians, cafeteria staff and the campus as a whole. Build the bridges between your Environmental Champions and the campus.
- 3. Help Define Roles:** Many times Environmental Champions are not aware of the roles and responsibilities/limitations of District staff. Help ensure all parties know what they can and cannot do or ask of others and help facilitate cooperation.
- 4. Lead by Example/Show Your Support for the Environment:** This can be as easy as e-mailing communications or double-siding documents to reduce waste.
- 5. Connect with the District Office:** There are some issues (such as the trash hauler contract) that are negotiated at the district level. Help teachers and students connect with the District's Recycling Office, Custodial Operations, and Food Services.
- 6. Provide School-wide Access Through Forums and Assemblies:** Environmental Champions and their team need to send its message to the campus. Give students 3-5 minutes to talk before an assembly, pep rally, or classroom-to-classroom. Provide access to bulletin announcements.
- 7. Assist with the Standardization of Systems and Protocols:** Develop a school waste reduction plan and specific protocols to guide campus efforts.
- 8. Set the Tone at the School Opening Meeting:** A short announcement about recycling, at the opening of the school year staff meeting can inform the faculty of the waste reduction expectations for the coming year and get their feedback and suggestions. (see Page 2 for potential school opening language)
- 9. Be Present and Supportive:** Be there. Show support in whatever ways you can.
- 10. Be Real:** At the same time, keep Environmental Champions and their support teams informed of the realities that you and the District face. Be honest. Help your team avoid taking on unrealistic tasks.

A MESSAGE TO SCHOOL ADMINISTRATOR

POTENTIAL SCHOOL OPENING LANGUAGE

Getting procedures down as soon as possible is one key for making waste reduction programs successful on your campus. Here is a potential statement that you could make at an opening of the school-year meeting.

“Our school is adopting processes that will help us reduce waste on this campus. This involves a number of strategies commonly referred to as the 3Rs: reduce, reuse, and recycle. We have a dedicated Environmental Champion(s) on our campus who, with students, interested teachers, staff, and volunteers, will work on these issues. The team is headed by _____ and assisted by _____. My compliments to these dynamic individuals! (**If you don't have a school Environmental Champion yet, try and recruit someone early on*)

“Did you know the State has set a goal to divert 75% of waste generated by 2020? Schools are required to recycle and divert waste. As part of this effort, our school's Environmental Champions will be looking to increase recycling in the classroom, establish recycling opportunities at lunch time, and potentially look at recovering salad bar waste for composting efforts.

As a reminder: Please encourage proper recycling separation in your classroom. All classrooms should have a blue recycling container next to their trash can. Bin signage and labels are available from the District Recycling Office. Contact Janet Whited, Recycling Specialist, at jwhited@sandi.net. Collection of classroom recyclables will be handled by _____. (custodial, Green Team students, etc.)

When moving or cleaning out classrooms, remember to recycle! Nearly 80% of the paper and plastic waste generated at our school can be recycled. Please let our Environmental Champions know if you have any questions or ideas. Thanks!”