

3 R's Action Ideas: Reduce, Reuse, Recycle

Administrative Office	Paper products contain at least 50% recycled content.
	Photocopier and printers default setting to print on both sides of paper.
	Print on used paper (one-sided print) for draft or internal documents or use one-sided print for scrap paper.
	Each desk in the office has a deskside recycling bin.
	Buy reusable and refillable office supplies, i.e. laser printer cartridges.
	Reuses envelopes for school or inner-office mailings.
	Has an environmentally preferred purchasing policy.
	Coordinates a "Green Team" made up of food service, administrative, custodial staff and/or faculty members that spearhead school-wide sustainability initiatives.
Cafeteria	Uses reusable trays, flatware and dishes for its food service.
	Uses a 'Share Table/fridge/cooler' for uneaten/unopened foods that other students can eat if hungry or used in afterschool programs.
	Buys in bulk to reduce waste like yogurt or milk dispenser.
	Conduct a wasted food study to reduce the amount of food going to waste.
	Posters or signs in the cafeteria as reminders how to recycle and compost.
Classroom	
	Students are encouraged to use both sides of paper and/or has reuse collection for one-sided paper.
	Students compost snack scraps and/or paper towels in classroom.
	Teachers use half-sheets of paper for short quizzes and notes.
	Teachers utilize on-line resources such as Google Docs/Classroom for notes and homework instead of using paper.
	Teachers use digital resources such as online journals and websites to relay information to students instead of paper handouts.
	Promotes reuse philosophy at the end of the school year by holding a locker/cubby clean-out day so unused school supplies can be collected and reused.
Community Outreach	School communicates and updates families about sustainable initiatives via a newsletter or social media.
	School encourages families to use reusable containers for student lunches.
	School hosts a yard sale or swap day to encourage families to sell or giveaway used school/sporting items rather than throw them away.

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General	Staff use non-toxic, environmentally friendly cleaning supplies where possible.
	Staff and/or volunteers help monitor cafeteria sort stations during lunches.
	Staff uses reusable cleaning supplies (Ex. micro-fiber mops and cloths).
	Staff has a program for properly handling and disposing of hazardous materials, including cleaners and fluorescent bulbs.
	Staff has met with CSWD to review the Materials Management Info Binder.
Educational Programs	Waste data (amount of trash, recycling and/or food scraps) is tracked over time and shared with entire school. A.k.a. an annual Trash On the Lawn Day.
	The school holds annual assemblies on how to recycle and compost correctly.
	The school has an on-site compost bin that is used regularly and added to school gardens.
	Teachers and students are trained on how to properly handle & store hazardous materials and waste.
	The school has student environmental club, Green Team, Compost Squad, etc.
	Recycling, composting, or other sustainability strategies are incorporated into the classroom curriculum.