

St. Johns County School District

Recycling Guide



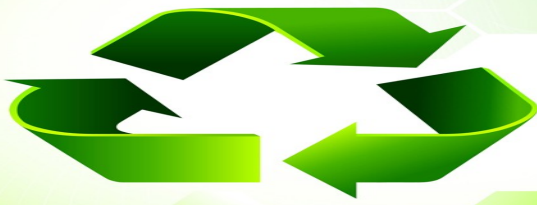
From the Superintendent





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Recycling Initiative

St. Johns County School District's (SJCSD) mission is to inspire good character and a passion for lifelong learning in all students, creating educated and caring contributors to the world. The SJCSD recycling program was designed out of a request from students who care about the environment. St. Johns County students are responsible and want to help their school, home, community and environment.

St. Johns County School District is a leader in conserving natural resources. Educating students and employees on the importance of protecting the environment is paramount. The more SJCSD recycles, more waste is eliminated from disposal and less fees are charged to schools. This can lead to significant savings for the district as well as protecting the future of our students.

In St. Johns County schools, there is overwhelming support of the recycling initiative outlined in this guide. This guide is designed to describe proper procedures for recycling and removal of solid waste. It is to serve as a resource for recycling coordinators, administrators and staff. Whether a school is just beginning a recycling program or is ready to expand the current program, this guide will help outline what is available for schools and inspire students and staff to recycle. Together, we are making a difference!

Recycling in Schools



Currently, recycling programs are designed at the school level. Coordinators work with administrators, maintenance coordinators and cafeteria managers at each school in order to design recycling procedures. However, recognizing that energy efficiency and conservation while exercising sound financial management is in the best interest of the St. Johns County School District, its personnel, students, and community, SJCS D has adopted an Energy Management Program (EMP) to control and optimize the cost and consumption of energy and energy related products. SJCS D has also won the U.S. EPA Energy Star Award for continued excellence in conserving natural resources.

Many schools have already begun recycling programs and have found success in designing procedures for solid waste removal. Depending on the age of students, number of students, staff and parents involved and the emphasis placed on recycling, each school may have recycling programs that differ, however, the message is the same across the county. Students want to help take care of their community and environment. This guide will help refine procedures, provide recycling resources, and help communicate successes to the schools and community.

Did you know?

St. Johns County Schools is the largest contributor to waste in the county.

St. Johns County Schools must to do its part in reducing solid waste and conserving natural resources. Our students are asking for and wanting to help the environment!



It's time to start a **"Go Green" Recycling Program** at every school! If you already have a program, it's time to share your success and get everyone involved.



Where to begin?

Nominate a "Go Green Coordinator"!

The Go Green Coordinator is the "go-to" person for recycling in your school. This staff member is a great communicator and a real "go-getter". Go Green Coordinators organize and coordinate the internal recycling effort, monitors the bin for unwanted materials, and sends in a service request if your bins gets full before the scheduled pick-up. This person also shares the great results with staff, students, and the community.



Less waste removal costs means more money for your school! Recycling programs like Paper Retriever have great fund raising possibilities for your school.



Go Green Committees and Recycling Coordinators

Go Green Committees








Having a “Go Green” Committee gives students, staff and parents the opportunity to help their school in an organized way. This committee is responsible for removing solid waste by helping to develop procedures and organizing efforts, brainstorming, problem solving, and marketing.

Go Green Recycling Coordinators

The Go Green Recycling Coordinator is the person that coordinates all recycling efforts in the school. This person helps organize, communicate, motivate and celebrate the recycling efforts in their school.

Conservation Ideas!



-  Make wise decisions about purchases and avoid over packaged items.
-  Reduce waste by recycling or reusing products when possible.
-  Conserve natural resources such as electricity by turning off lights and equipment when not in use.
-  Recycle plastic water bottles. Over half go straight to the landfills.
-  Reduce the amount of paper used in our schools by printing on both sides.
-  Place recycling bins in commons areas, cafeterias, copy rooms and classrooms. Place reminders around the school and on the announcements.
-  Teaching students the principles of recycling resources, conservation, and waste reduction.



SJCSD Recycling Best Practices

Containers:

- *Place recycling bins in each classroom, commons area, copy room, office, and cafeteria.
- *Recycling bins should be placed near trash cans in order to easily separate waste.
- *Plastic liners are not necessary for paper and cardboard recycling. Plastic bottles and aluminum cans should be bagged in plastic liners for disposal.
- *Reuse boxes, baskets or buckets to make great recycling bins!

Collection:

- *Keep recycling separate from garbage in collection bins.
- *Large wheeled bins are great for gathering recycling from bins.
- *Use students and student groups for recycling collections. They love to help the environment and is great application of the recycling principles taught.
- *Set up a rotation schedule to collect recycling. Pick up on multiple days to make it more manageable if necessary. Get different groups and different grade levels involved.
- *Collect plastic and aluminum along the way, but keep them in plastic bags. Paper does not need to be bagged.
- *Place recyclables in the outside recycling dumpsters.

Communication:

- *Celebrate recycling successes with students and staff.
- *Ask for help! Ask lunchroom staff to break down boxes and recycle cans. Encourage all teachers to recycle in their classroom. Post reminders and how-to's in announcements.

Top 10 Ideas to Recycle in Schools



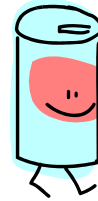
- Consult with your Maintenance Staff:** Let them know what your plan is and how you will execute it. Ask for their input.
- Gather materials:** Recycling is more successful if you provide receptacles.
- Get help:** Ask teachers, parents and students to help collect. Groups such as National Honors Society, Safety Patrol, Girl Scouts, etc. would love to help their school and environment.
- Organize:** You are the point person for all questions and procedures in the school. Keep a folder to house all of your information, schedules, etc.
- Schedule:** Once you have classrooms and student groups willing to help, come up with a schedule for bin collection.
- Teach:** Help students understand why it is important to recycle and what the impact will be on them, their school and the world.
- Communicate:** Communicate the school's recycling procedure with teachers and students through announcements and PSAs.
- Have fun:** Contests are great ways to acknowledge students and teachers for participation.
- Celebrate:** Tell the students and teachers how their efforts are making a difference. Share the good news about contests and thank them for doing the right thing by recycling.
- Expand:** Think about other areas to target. Cafeteria, copy rooms, front office, commons areas, plastic, cardboard, styrofoam, bringing in paper from home for Paper Retriever...

Let's Get Started!



- *Talk to your Maintenance Coordinator and Custodians* about adding recycling bins to commons areas and classrooms. The Maintenance Department needs to be consulted and be aware of any new recycling procedures. Be sure to have an understanding on who will be emptying bins and how often.
- *Get an understanding of where the outside receptacles are located and the proper way to dispose of collected materials.* If you do not have a Paper Retriever receptacle, ask your Maintenance Coordinator to order one for you.
- *Gather materials.* Recycling will be more successful if the "Go Green" team provides a receptacles for the classrooms and commons areas.
- *Start easy and ask for help!* Find other teachers, parents and students that are interested in helping the environment. Organize a meeting of teachers who are interested in recycling to help you brainstorm and organize.
- *Have a plan.* Who will collect the bins in the classrooms and commons area? How often will they need to be emptied? How will you share this information with the school?

Aluminum Can Recycling



Aluminum cans are recyclable. Be sure to recycle cans in the cafeteria, commons areas, sporting events, and afterschool events. Place the recycling container NEXT TO the trash container. All liquids should be drained (when possible). This will help reduce odors.

SUPPLIES NEEDED:

- *bins for collecting cans/plastic bottles
- *plastic liners for bins and collection

PROCEDURES:

- *Place bins for collecting cans/plastic bottles in commons areas, faculty lounges, cafeteria, etc.
(trash cans with hole cut out of the lid make great bins!)
- *Mark bins with posters stating "Plastic and Aluminum Only"
- *Place a plastic liner in the bin to reduce mess and odors.
- *Aluminum cans may be collected in the same bag as plastic bottles or separately.
- *Collect aluminum cans often as they can cause odors.
- *Tie the top of the plastic liner securely.
- *When collecting recyclables, replace liner for next collection.
- *Place bagged aluminum cans in the green WastePro RECYCLING dumpster.

****TIP:** Contact the Cafeteria Manager about recycling food cans! Food service cans must be rinsed. These cans may also be bagged and placed in the green WastePro Recycling dumpster.

Plastic Bottle Recycling



Plastic bottles are recyclable. All #1 and #2 plastic containers should be recycled (look on the bottom of bottle). These include beverage containers, food service containers and custodial plastic containers. Be sure to recycle bottles in the cafeteria, commons areas, sporting events, and afterschool events. All liquids should be drained (when possible).

SUPPLIES NEEDED:

- *bins for collecting cans/plastic bottles
- *plastic liners for bins and collection

PROCEDURES:

- *Place bins for collecting cans/plastic bottles in commons areas, faculty lounges, cafeteria, etc. next to trash containers.
(trash cans with hole cut out of the lid make great bins!)
 - *Label bins with posters stating "Plastic and Aluminum Only"
 - *Place a plastic liner in the bin to reduce mess and odors.
 - *Plastic bottles may be collected in the same bag as aluminum cans or separately.
 - *When collecting recyclables, replace liner for next collection.
 - *Tie the top of the plastic liner securely. Make sure to let out as much air as possible when tying in order for bags to not pop open.
 - *Place bagged plastic bottles and aluminum cans in the green WastePro RECYCLING dumpster.
- **TIP: Contact Extended Day to arrange procedures for recycling of plastic water bottles. They may also be able to help in collecting bagged recycling!

Paper Recycling



Paper is one of the most commonly found items in solid waste at schools. Each school should have a yellow and green Paper Retriever dumpster in order to recycle paper and it can generate revenue for the school! The more you recycle, the more you earn!

SUPPLIES NEEDED:

- *Paper Retriever dumpster (www.paperretriever.com)
- *bins for collecting paper (can be clean boxes, bags, or baskets)

PROCEDURES:

- *Place bins for collecting paper in each classroom, commons areas, copy/mailroom, front office, ect. next to trash containers.
- *Label bins with posters stating "Paper Only"
- *No plastic liner is necessary to collect paper.
- *Items that may be collected:
 - White Paper
 - Envelopes
 - Junk Mail
 - Catalogs/Magazines
 - Newspapers and inserts
 - Workbooks
 - Paperback Books
- *Place recycled paper products in the yellow and green Paper Retriever dumpster.
- *Advertise recycling on the announcements.

****TIP:** Market to parents and encourage them to bring their old catalogs and magazines to the Paper Retriever dumpster in order to make money for the school!



Cardboard Recycling

Cardboard is recyclable. Be sure to break down cardboard boxes in order to recycle. Contact the Cafeteria Manager and Maintenance Coordinator about procedures to recycle food service and clean pizza boxes.

SUPPLIES NEEDED:

*bins for collecting cardboard (if needed)

PROCEDURES:

*Place bins for collecting cardboard in commons areas (near extended day facilities), cafeteria, etc.

*Mark bins with posters stating "Cardboard Only"

*Place broken down cardboard in the green WastePro RECYCLING dumpster. (Labels may be on the box)

**TIP: Contact the Extended Day program about recycling Capri Sun boxes!



Resources for Recycling Other Materials

Other Materials for Recycling:

Ink/toner cartridges

Cell phones and other electronics

Cameras

Capri Suns/Chip bags

Recycling Fundraisers

<http://www.greenschoolfundraiser.org/>

TerraCycle

<http://www.terracycle.net/en-US/>

Hands On Recycling

<http://www.handsonrecycling.com/>

A n J Recycling

www.anjrecycling.com

Contact Information

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depts/energy/](http://www.stjohns.k12.fl.us/depts/energy/)



RECYCLING PROCEDURES



Pick up day(s): _____

PAPER:

1. Pick up large bin from custodians.
2. Collect paper from bins in classrooms, copy rooms, front office and commons areas. You do not need to bag up paper in plastic bags.
3. When the large bin is full, place collected paper into the Paper Retriever yellow and green dumpsters.

PLASTIC, ALUMINUM AND CARDBOARD:

1. Pick up large bin AND plastic liners from custodians.
2. Collect plastic and aluminum in plastic liners from collection bins in commons areas. Plastic and aluminum may be collected in the same bag (no paper please).
3. Collect cardboard. It does not need to be bagged.
4. When bin is full, place tied bags and cardboard into the WastePro green RECYCLE dumpster.