

MISD Green Schools Program Responsibilities By Role

October 30, 2019

District Green Team Goal:

To organize and lead all students and staff to maintain Green School practices. Those practices include, but are not limited to:

- Conserving paper use across the district
- Minimizing waste in the lunchrooms
- Recycling in classroom, lunchroom and offices
- Composting and recycling in lunch rooms
- Committing and implementing energy and water conservation efforts
- Setting conservation policies and expectations for stakeholders

District Green Team Facilitator Responsibilities:

1. Reaffirm our district's commitment to the King Country Green Schools Program every fall with the superintendent and principals.

- This is accomplished by the Superintendent making a declaration of this commitment to parents at the beginning of the school year in their opening welcome letter. It would be ideal if principals did this as well.
- **Set expectations at the first Principal cabinet meeting** that the Principals will (1) enlist a teacher to take on the Green Team Lead, (2) support the formation of their school's Green Square Team and (3) schedule a meeting with this team in August/September.
- Ensure each school has a **Green Team Square** in place, every year. The four corners of the square represent stakeholders: 1) Principal 2) Custodian 3) Green team teacher 4) PTA Green Team Paren Rep.
- Follow up with Principals that they have discussed with their staff and students, our commitment to the green schools program, so everyone is exhibiting waste reducing and conservation efforts.
- Allow time at Principal cabinet meeting for updates and discussion of any issues in relation to Green School practices.

2. Facilitate 3 District Green Team meetings (Sept/Oct, January, April)

- Purpose of meeting is for Green Team Teachers, PTA parent reps, Principal Rep, Student Rep, Custodial Rep, Maintenance & Operation Dir. and Food Service Dir. to have a space to share information and ideas, identify issues and resolutions in order to stay on track with District conservation practices and the King Country Green Schools Program
 - Direct people to our district's Green School Program webpage to familiarize themselves with our Roles and Responsibilities document and other resources.
 - Create the communication stream so the custodial team at each school knows that when they need help in the lunchroom or other parts of the school, they have the ear of the Principal, Green Team Lead/Teacher and PTA Green Team Parent Rep..
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School Green Team Lead/Teacher Responsibilities:

The Green Team Lead is the linchpin at each school for the Green School Program. That said, you are not alone and have a network of support to help you accomplish your goals and tasks to help maintain the school's Green School practices.

1. **Communicate to students, staff and parents**, when feasible, that the school is a King County Green School and that everyone is expected to participate in conservation practices at school.

2. **Host Green Square Team meeting:**The four corners of the square represent stakeholders: 1) Principal 2) Custodian 3) Green team teacher 4) PTA Green Team Parent Rep. This meeting ensures that the launch of the lunchroom every fall has the support needed from all four corners for optimum success.

3. **Engage Faculty and Staff:** Ask principal to find time for you to present the school's commitment to being a green school to help engage the entire staff in serving as role models for students. Ex. recycle and waste reduction, energy and water conservation.

- Engage faculty and staff to help monitor conservation practices in their classroom and around the school, help identify issues and seek support to solve problems.

4. **Communicate with custodial, kitchen, and office staff** that we are on board with district conservation policies and expectations.

- Empower custodial, kitchen and office staff to initiate waste reduction practices, monitor progress, help identify issues and seek support from you and Principal to solve problems.
- In the beginning of each school year - and during the year as needed - work with custodial staff to: (a) oversee set up of recycling stations and appropriate signs in the cafeteria; and (b) observe the lunchroom to ensure that students understand what can and can't be recycled/composted.

5. **Run a Student Green Team.** Green Team Students help in the lunchroom, run campaigns in the school every month to educate students about sustainability, run collections, make posters and morning announcements.

- Minimum of one meeting a month.
- KCGS website has many ideas and resources to draw from for projects or campaigns.

6. **Connect with your PTA Green Team Parent Rep** for assistance and support.

- Ask your PTA green team parent rep to help promote the club and any Green Team activities in the PTSA e-newsletters. Ex. Your parent rep can put a blurb in the e-newsletter to promote your Student Green Team club, meeting dates/times and your contact info.
- Enlisting the support of PTSA volunteers for events and activities
- Disseminating the Green Party/Event Policy to Room Parents, Teacher Appreciation and other PTA event organizers. This document provides a description of the school's conservation expectations and includes how to obtain compostable supplies from the district for classroom and school-wide events and parties. Food Service Director, Carol Bus, is the correct contact.

7. **Education and Reminders:** Assist in delivering reminder announcements, to be heard in each classroom, (or at assemblies, and in the cafeteria) to inform the school community about why conservation is important, what materials are recyclable and compostable, and (for Level Two and Three schools) how to conserve energy and water.

- Critical times of year for Education/Refreshers are: September with Back To School campaign, and 1st of each month (target suggestion)
- In September, coordinate the showing of recycle/compost educational video to coincide with morning announcements in order to set lunchroom expectations.
- Ask your principal in-advance to help you in the lunchroom for the first week or two.

- Enlist parent volunteers to come in and help watch the waste stations in order to help educate new students and staff as well as to remind returning students and staff. Your school PTA Green Team Parent can assist with this.
- Daily announcements should be made during the first two weeks of each school year, and each school break.
- Engage students in making monthly announcements and educating their fellow students.
- Provide the Principal with ready-to-read announcements to be read at selected assemblies, etc.

8. **Attend District Green Team Meetings.** The goal of these meetings is to share information and ideas to further conservation education in our schools. It is also a great place to identify issues and ask for help in finding solutions.

9. **Ask for help and ideas from your King County Green Schools Program Representative.** Your KCGS Rep is available to assist, and can provide ready-to-read announcements and other tools to make the Green Team lead job easier. For a variety of helpful tools, see <http://your.kingcounty.gov/solidwaste/greenschools/documents.asp> and <http://www.misd.k12.wa.us/parentsamilies/MISDGreenSchool/misdgreenschools.html>.

PTA Green Team Parent Rep Responsibilities:

1. Support School's Green Team Lead (Teacher) in all that they do above.
 2. Enlist parent volunteers for Back To School lunchroom assistance and for Student Green Team activities or PTSA or school events as needed.
 3. Help disseminate Green Party/Event Policy to room parents, Teacher Appreciation Chairs and other PTA event organizers and provide support as needed.
 4. Liaison between school, PTA and Action Committee for Environmental Sustainability (PTSA Advocacy sub-committee) in order to share information and provide support.
 5. Help disseminate articles and information to support Student Green Team and conservation practices at school and at home via PTA communications.
 6. Attend District Green Team meetings 3 times a year.
 7. Participate in Green Square Meetings.
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Principal Responsibilities:

Proudly reaffirming your support of the district's conservation policies and procedures, every fall, is what sets the tone each year.

- **Communicate our Green School commitment:** Remind students in the lunchroom and parents in your welcome letter each September, that your school is part of the King County Green School program, and that it is important to use our Best Practices to hold true to our commitment as a green school. Communicate with teachers, office, kitchen, and custodial staff that the school should be on board with district conservation policies and expectations.
- **Provide Leadership:** Being visible and making announcements in the lunchroom and at staff meetings is invaluable. Engage faculty and staff to be a role model and help educate the student body in our Green School practices. This supports not just our values, but also the custodial staff that has to oversee waste collection and energy/water conservation procedures.
- **Enlist and Support the Green Team Lead/Teacher.** The Green Team Lead/Teacher is the linchpin for the Green School Program. Make sure he/she understands the responsibilities and

that he/she has people and resources to lean on for support as he/she educates students about conservation and initiates and maintains Green School conservation practices. Provide empowerment, provide time on staff meeting agendas when requested, and, when possible, attend your school's Green Team meetings. Make sure that every spring, you have a Green Team Teacher lined up for the fall.

- **Attend Green Square Meeting:** Meet with your Green Team Lead/Teacher, the head custodian and your PTA Green Team Parent before school begins to agree on the best way to launch the lunchroom. The Principal's presence in the lunchroom is very powerful. The custodian needs your support to ensure kids slow down and correctly sort their trash. This should happen late August/September, after winter break and again in June to wrap up the year and see what can be worked on for the following year.
- **Serve as a good role model for students and staff** by placing your recyclable and compostable materials in the correct containers, turning off lights in unoccupied rooms, and participating in other conservation actions.
- **Help with educational or reminder announcements:** Use ready-to-read short announcements provided by the school's Green Team lead to communicate to students in the lunchroom and at assemblies or events the importance of proper sorting of recyclable and compostable materials, waste reduction, and energy and water conservation.
- **Support custodial staff** in maintaining a successful lunchroom atmosphere and make sure that they have the necessary containers and dollies to collect garbage, recyclable and compostable materials.
- **Work with Green Team Lead to share your success:** Through parent e-newsletters and at staff meetings, provide periodic updates on the school's conservation efforts and successes, including recycling, waste reduction, energy and water conservation.

School Custodian Responsibilities:

Goal: Support the district's conservation policies and procedures.

- Alert the Green Team lead if students and staff are not properly sorting recyclable and compostable materials and if they are placing recyclable or compostable materials in garbage containers. The Green Team Lead can then increase educational efforts through announcements over the PA system, at assemblies/events and in the cafeteria.
 - Support school conservation efforts by encouraging students and other staff to sort their recyclable and compostable materials properly.
 - Properly set up stations in the school for the collection of garbage and recyclable and compostable materials. In cafeteria, create waste stations consisting of 4 bins: liquid dump bucket, compost, recycle and trash. In classrooms, offices, hallways, and other common areas place recycle bin next to trash bin.
 - Alert the Green Team lead when additional recycling stickers or educational signage is needed for recycling, compost or trash containers.
 - Properly empty garbage and recyclable and compostable materials throughout the school. This includes making sure that the materials in each of those containers are emptied into the correct outdoor container (garbage Dumpster, recycling Dumpster or compostable materials receptacle).
 - Participate in the district's other conservation policies, including turning off lights in unoccupied rooms and conserving water by reporting leaking faucets and not letting water run when not being used.
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Kitchen Staff Responsibilities:

Goal: Support the district's conservation policies and procedures.

- Reduce waste whenever possible by using durable instead of disposable materials, serving food prior to expiration or pull dates, and donating food that cannot be used prior to expiration dates. Reducing waste also includes using both sides of paper, using a durable water bottle and, if available in your school, using a water bottle filling station.
- Make sure there is a recycling container and a compostable materials container next to each garbage container in the kitchen.
- Properly sort recyclable and compostable materials in the kitchen and cafeteria.
- Alert the Green Team lead if students and staff are not properly sorting recyclable and compostable materials and if they are placing recyclable or compostable materials in garbage containers.
- Support school conservation efforts by encouraging students and other staff to sort their recyclable and compostable materials properly.
- Request help from the Green Team lead when needed. Alert the Green Team lead when additional recycling stickers are needed for recycling containers and/or if additional recycling containers are needed.
- Participate in the district's other conservation policies, including turning off lights in unoccupied rooms and conserving water by reporting leaking faucets and not letting water run when not being used.

Faculty and Staff Responsibilities:

Support the district's conservation policies and procedures.

- Be a good role model for your students.
 - **Reduce waste whenever possible.** This includes using both sides of paper, using a durable water bottle and, if available in your school, using a water bottle filling station. It also includes packing your lunch in reusable containers, and eating and drinking what you have purchased or brought to school.
 - **Recycle in your classrooms and in the break room.** Properly sort your recyclable and compostable materials by placing those items in the appropriate containers.
 - **Turn off any additional lighting in classroom.** Ex. lamps, halloween or holiday string lights.
 - Remind your students to place recyclable materials in the appropriate container in your classroom. Prior to lunch, remind your students to properly sort their recyclable and compostable materials in the cafeteria. Reminders are especially important during the first month of school and after each school break.
 - As appropriate, include in your curriculum information about conservation and the importance of protecting the environment.
 - Take advantage of King County's school education programs. Visit <http://your.kingcounty.gov/solidwaste/education/index.asp> and sign up for the free classroom workshops and other programs offered by King County.
 - Participate in the district's other conservation policies, including turning off lights in unoccupied rooms and conserving water by reporting leaking faucets and not letting water run when not being used.
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Student Responsibilities:

Support the district's conservation policies and procedures.

- Reduce waste whenever possible. This includes using both sides of paper, using a durable water bottle and, if available in your school, using a water bottle filling station. It also includes packing your lunch in reusable containers, and eating and drinking what you have purchased or brought to school.
 - Properly sort your recyclable and compostable materials by placing them in the appropriate recycling and composting containers.
 - In the cafeteria, clean up after yourself and make sure that the table and floor are clean of any trash, trays, recyclable materials, and food/other compostable materials.
 - If you drop materials, pick them up from hallways, classrooms and the cafeteria. You should not leave garbage, recyclable or compostable materials on floors, tables, desks or other surfaces, but instead those materials should be placed in the appropriate container.
 - Participate in the district's other conservation policies, including turning off lights in unoccupied rooms and conserving water by reporting leaking faucets and not letting water run when not being used.
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Parent/Family Responsibilities:

Support the district's conservation policies and procedures.

- Support the school's conservation efforts by encouraging your student(s) to conserve resources and recycle and compost at home and at school.
- Encourage your student(s) to reduce waste. This includes packing lunches in reusable containers, using a durable water bottle, and eating and drinking what they have purchased or brought to school.
- Encourage your student(s) to clean up after themselves at school, to sort waste and recyclable and compostable materials properly, and to be respectful of all school staff.
- When purchasing supplies for parties and school events, order compostable supplies through the district. Check the district website or ask the school Green Team Lead or PTA Green Team Parent Rep for instructions.
- If possible, respond to the Green Team or principal's request for assistance with monitoring cafeteria recycling stations and/or writing articles for the parent newsletter.
- Share conservation or project ideas with the Green Team lead. Help to implement the projects whenever possible.
- Participate in the district's other conservation policies, including turning off lights in unoccupied rooms and conserving water by reporting leaking faucets and not letting water run when not being used.