



**Sample waste reduction and recycling (WRR) email from principal to school staff**  
*(For schools collecting compostable materials)*

Our school is participating in the King County Green Schools Program. The program provides assistance, resources, and recognition. This school year, we are continuing to reduce waste and recycle, and I'd like all staff members and students to participate. Teaching students about conserving natural resources also **aligns with the NGSS and Common Core learning standards.**

**In this ongoing effort, our teachers and other staff members are important role models for students.**

**REDUCING WASTE**

- Ø In each classroom and office, place a box or bin labeled "Paper used on one side only" so you and students can use the unused sides of this paper as needed.
- Ø Encourage students to reduce waste by
  - Bringing durable, reusable water bottles to school.
  - Taking what they will eat, and eating what they take.
  - Packing lunches from home in reusable containers to bring home, wash, and use again. Leftovers from home lunches can be brought home.

**RECYCLING**

- Ø A recycling bin should be placed next to each garbage can in classrooms, offices, kitchen, and the cafeteria, and a recycling sign placed on or above each recycling bin. King County Green Schools Program provides recycling signs and stickers.
- Ø **Show students** what materials should be placed in each bin.

**Recyclable materials: Place in blue recycling bins**

- Paper - copy paper (staples OK), newspapers, magazines, envelopes (windows OK), cardboard
- Empty plastic bottles, aluminum cans, milk cartons, juice boxes, paper cups – No liquids!

**Compostable materials: Place in green or yellow compost bins**

- Food scraps
- Napkins, paper towels, uncoated paper plates, food-contaminated cardboard such as pizza boxes

**Garbage: Place in black or gray garbage cans**

- Candy and gum wrappers, chip bags, bottle caps, straws
- Tissues

Overflowing recycling bins deter recycling. ***(Include instructions tailored to your school. See sample in italics.)***  
*Please empty your classroom recycling bin into a hallway recycling bin. If you are in a portable, place your recycling bin by the door at the end of each day. Assigning a student to this job may help you to remember.*

If you have questions, please contact ***(insert name of the recycling leader, custodian, or Green Schools Program representative.)*** **Thanks** for conserving natural resources and setting a good example for students.