



**Sample waste reduction and recycling (WRR) email from principal to school staff**  
*(for schools that do NOT collect compostable materials)*

Our school is participating in the King County Green Schools Program. The program provides ongoing assistance, resources, and recognition.

This school year, we are continuing our waste reduction and recycling practices, 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.**

**WASTE REDUCTION**

- ∅ In each classroom, 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.
- ∅ **Encourage students to reduce waste by**
  - Bringing durable, reusable water bottles to school.
  - Taking what they will eat, and eating what they take. Leftovers from home lunches can be brought home to eat later.
  - Packing lunches from home in reusable containers that can be brought home, washed, and used the next day.

**RECYCLING**

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

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

- Paper -- including copy paper, newspapers, magazines, envelopes (windows are OK), paper cups (if empty), cardboard. Staples are OK.
- Empty plastic bottles, aluminum cans, milk cartons, juice boxes

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

- Tissues, candy and gum wrappers, chip bags, bottle caps, straws
- Food scraps, napkins, paper towels, food-contaminated cardboard such as pizza boxes (*Note: These items can be composted, but currently our school does not collect compostable materials, and thus they should be placed in the garbage.*)

**Thank you** for conserving natural resources and serving as a good model for our students.