

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 800 – Facilities and Transportation

ADMINISTRATIVE PROCEDURE: ENVIRONMENTAL PRACTICES

<i>PROCEDURE CODE:</i>	<i>810 AP 002</i>
Policy Reference: 810 – Stewardship	

PROCEDURE

1. The promotion of practices that are friendly to the environment will be encouraged throughout the School Division. All staff members and students will be encouraged to follow the 3 R's - Reduce, Reuse, Recycle, and encourage responsibility in the following manner:
 - 1.1. Continue to beautify and maintain the Division property.
 - 1.2. Continue to update and install energy efficient systems in Division buildings.
 - 1.3. Continue to purchase products that are friendly to the environment when the cost is competitive.
 - 1.4. Continue to establish environmental committees at each school to initiate and sustain action.

RECOMMENDED PRACTICES FRIENDLY TO THE ENVIRONMENT

Recommended Resources:

1. The Kids' Green Plan - How to Write Your Own Plan to Save the Environment, Janet Green - Pembroke Publishers Limited.
2. What We Can Do for Our Environment - Environment Canada.
3. Saving the World Begins at Home - A Household Guide to Waste Management - Alberta Environment.

Suggestions to Be Utilized by All School Division Personnel:

Following is a list of suggestions that could be utilized to promote the **3 R's - Reduce, Reuse, Recycle** and encourage responsibility. These are not intended to be all inclusive.

1. Buildings & Grounds
 - 1.1. Buildings & Equipment
 - 1.1.1. Examine the most cost and energy efficient method for updating heating and ventilation systems.

- 1.1.2. Ensure all buildings have increased insulation values.
- 1.1.3. Ensure the use of energy efficient but people friendly lighting.
- 1.1.4. Evaluate alternate fuel systems for vehicles.
- 1.2. Grounds
 - 1.2.1. Aerate grounds and fertilize with slow-release fertilizer.
 - 1.2.2. Reduce water consumption.
 - 1.2.3. Continue to set aside funds for purchasing trees to enhance existing school sites.
- 1.3. Custodial
 - 1.3.1. Continue to purchase products that are more environmentally friendly when the cost is competitive.
 - 1.3.2. Continue to purchase recycled paper [towels and toilet tissues].
 - 1.3.3. Continue to purchase products that are dilutable with water and can be easily disposed.
- 2. Central Office
 - 2.1. Ensure that all agendas, minutes, and articles from committees and meetings are printed double-sided.
 - 2.2. Investigate the feasibility of obtaining and using recycled paper.
 - 2.3. Install a staff notice board [erasable marker board] to communicate inter-office news instead of memos.
 - 2.4. Use the blank side of discarded reports and memos to make note pads [for our desks].
 - 2.5. Submit discarded memos and reports to paper recycling depots.
 - 2.6. Send non-confidential discarded paper to school classrooms or daycare centres for children to use.
 - 2.7. Send only one or two copies of notices to the maintenance shop.
 - 2.8. Supply a container for all used paper that is to be recycled.
 - 2.9. Use non-bleached paper products, including toilet paper, paper towels, coffee filters, and tissues.
 - 2.10. Buy coffee in large packets rather than individual plastic pouches.
 - 2.11. Discontinue use of plastic cups, styrofoam cups, as well as juice in plastic cups.
 - 2.12. Use environmentally friendly soaps [liquid & bar] and cleaning products.
 - 2.13. Use biodegradable garbage bags.
 - 2.14. Reduce heat in the office by 5°C each evening, as well as on the weekends and holidays.
 - 2.15. Install a notice board for monthly bulletin and announcements.
 - 2.16. Hold an "Environmentally Friendly School" contest or sponsor a School Division "Environment Day" designed to promote our students' education concerning the environment.
 - 2.17. Ensure that WHMIS regulations are carried out.



3. Schools

3.1. Administrators

- 3.1.1. Photocopy on both sides of the page.
- 3.1.2. Reduce print size whenever possible
- 3.1.3. Use spoiled copies for scrap paper.
- 3.1.4. Make greater use of A-V equipment such as overhead projectors.
- 3.1.5. Use more newsprint and scratch pads as opposed to bleached paper stock.
- 3.1.6. Encourage the use of paper recycling plants.
- 3.1.7. Use ceramic cups as opposed to styrofoam and plastic liner cups.
- 3.1.8. Encourage schools to participate in environmental projects such as:
 - 3.1.8.1. planting trees,
 - 3.1.8.2. planting flowers,
 - 3.1.8.3. save the forests [i.e. purchase Rain Forest Land], and
 - 3.1.8.4. save the grasslands [i.e. purchase Prairie Grasslands].
- 3.1.9. Encourage environmental awareness at school and at home whenever there is an opportunity to do so.
- 3.1.10. Use erasable board in the staffroom and the P.A. for teacher announcements.
- 3.1.11. Make environmentally-related announcements either daily or weekly.
- 3.1.12. Consolidate notes sent home to parents whenever possible.
- 3.1.13. Encourage students to form environmental clubs and support them in such endeavours.
- 3.1.14. Send newsletters home with the oldest child only.
- 3.1.15. Order and use recycled paper, envelopes, and scribblers whenever possible.
- 3.1.16. Encourage School Councils to form environmental committees.
- 3.1.17. Ensure that schools, teachers, students, and parents are informed as to what is being done to help the environment.
- 3.1.18. Promote environmental awards at assemblies.
- 3.1.19. Ensure recognition for environmentally-conscious students or groups.
- 3.1.20. Encourage paper, glass, and metal recycling as fund raisers.
- 3.1.21. Encourage clean-up campaigns.
- 3.1.22. Promote school participation in environmental fairs.
- 3.1.23. Promote interschool cooperation on environmental projects.

3.2. Teachers

- 3.2.1. Photocopy on both sides of the page.
- 3.2.2. Use spoiled copies, extra sheets, and unused reverse sides for scrap paper.
- 3.2.3. Use chalkboards as much as possible.
- 3.2.4. Make greater use of the overhead projector.
- 3.2.5. Save usable portions from art projects for other uses, i.e. mosaics.



- 3.2.6. Use newsprint and scrap paper instead of bleached paper stock when possible.
- 3.2.7. Limit the use of aerosols.
- 3.2.8. Use supplies sparingly
 - 3.2.8.1. Issue pencils to students only when needed instead of monthly or bi-monthly.
 - 3.2.8.2. Issue half an eraser at a time.
 - 3.2.8.3. Use old papers for scrap paper.
 - 3.2.8.4. Encourage better care of books.
 - 3.2.8.5. Repair books.
 - 3.2.8.6. Encourage students to use all paper completely.
- 3.2.9. Seal paint cans, clay bags, glue bottles so that contents don't leak or dry out.
- 3.2.10. Encourage students to participate in environmental projects.
- 3.2.11. Discuss environmental issues related to science and social studies programs or elsewhere in the curriculum.
- 3.2.12. Ensure that all duplicated material is educationally valuable and necessary.
- 3.2.13. Photocopy exact number of copies required.
- 3.2.14. Encourage students to avoid littering at school or at home.
- 3.2.15. Collect scraps of material, wool, objects for art projects.
- 3.2.16. Encourage celebration of Earth Week and Environmental Week.
- 3.2.17. Distribute instructional sheets to groups of students, and save these for reuse.
- 3.2.18. Encourage the use of brush-on glazes rather than "handy" spray-on aerosols.
- 3.2.19. Encourage the use of "ozone friendly" spray bombs for acrylic coating.
- 3.2.20. Stack kilns more efficiently to ensure fewer firings.
- 3.2.21. Use water only and untreated scouring pads to clean the art tables.
- 3.2.22. Use recycled plastic bags and containers to hold supplies.
- 3.2.23. Eliminate lead glazes.
- 3.2.24. Encourage the use of reusable cloth luncheon bags.
- 3.2.25. Laminating should be restricted to products/materials that are intended for re-use.
- 3.3. Secretaries
 - 3.3.1. Cut unused paper in half for memos.
 - 3.3.2. Separate scraps of felt by colour to use in art projects.
 - 3.3.3. Save all elastic bands from mail and parcels for reuse.
 - 3.3.4. Reuse envelopes for inter-school mail.
 - 3.3.5. Save plastic bags for students to carry books home.
- 3.4. Students
 - 3.4.1. Set up interschool collection agencies [pop cans, paper, newspapers].
 - 3.4.2. Strive for a commitment from students to reduce, recycle, and reuse.



- 3.4.3. Ensure that all loose leaf paper is used completely on both sides.
- 3.4.4. Reduce the waste of paper.
- 3.4.5. Ensure that purchases are in containers which can be recycled and/or are environmentally friendly.
- 3.4.6. Use newsprint when possible instead of bleached paper.
- 3.4.7. Establish anti-litter campaigns.
- 3.4.8. Use car pools.
- 3.4.9. Use cloth luncheon bags.
- 3.4.10. Reuse plastic bags.
- 3.4.11. Cooperate in putting recyclable material in separate bins.
- 3.4.12. Avoid the use of styrofoam products.
- 3.4.13. Use non-aerosol hair spray.
- 3.4.14. Extend the life of text-books through better care.
- 3.5. General
 - 3.5.1. Utilize carpooling arrangements for travel to school or work.
 - 3.5.2. Consider alternative means of travelling, i.e. biking, and walking.

Approved: January 18, 2005

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