



Waste Reduction and Recycling Administrative Procedure 9.50

Board Governance Policy Cross Reference: 2, 3, 5, 7, 16

Legal Reference: *Manitoba Clean Environment Act, Manitoba Sustainability Act*

Date Adopted: June 2014

Date Amended: January 2015, November 2024

Evergreen School Division is committed to a sustainable future for our youth, our communities and our world. To formalize this commitment, the Board of Trustees have adopted a policy entitled Education for Sustainability.

Vision for Education for Sustainability

Students will become informed and responsible decision-makers, playing active roles as citizens of Canada and the world, and will contribute to social, environmental, and economic well-being and an equitable quality of life for all, now and in the future.

This administrative procedure is one in a series of procedures that will allow us to model sustainable practices and achieve the goals as outlined in our policy. The goals targeted by this administrative procedure are as follows:

1. To implement strategies to ensure that operations, activities, programs and facilities are sustainable without compromising the ability of present and future generations to fulfill their own goals.
2. To implement a systemic approach to Education for Sustainability.
3. To equip students with the knowledge, skills, attitudes and life practices that will contribute to a sustainable future.
4. To align human resources policies, practices and development plans with sustainability principles.
5. To apply sustainability principles to the design, construction and renewal of division buildings and all aspects of facility management, procurement, resource use and transportation.
6. To offer services and carry on its activities in such a way as to:
 - a. reduce consumption of non-renewable resources and the wastes generated from them;
 - b. use all renewable materials and energy resources at rates equal to, or lower than, their natural rates of deposition, reformation or reproduction in the ecosphere;
 - c. reduce and eventually eliminate the toxicity of these operations to the productivity and diversity of the ecosphere.
7. To encourage the development and adoption by students and staff of modes of transportation that progressively reduce consumption of non-renewable resources, renewable resources, and energy resources, and that eliminate discharges of toxic substances and wastes to the ecosphere.
8. To integrate environmental, social and economic considerations in all aspects of management decision-making.
9. To establish decision-making processes, policies and procedures for sustainability which encourage participation by all those affected by the decisions made.
10. To continuously improve the school division's Education for Sustainability plan.

11. To integrate Education for Sustainability curriculum outcomes into the division's curriculum.
12. To meaningfully encourage and engage all education stakeholders – trustees, administration, staff, students and community to contribute to the implementation of this policy.

Reducing waste and recycling are the most effective ways schools can reduce their carbon footprint, conserve natural resources, and reduce expenditures.

Waste and Recycling Facts:

- A school of 300 students can prevent 14.5 tons of greenhouse gases from entering the atmosphere per year by increasing the rate of recycling by 30% to 35%.
- Recycling one ton of paper saves between 15 and 17 mature trees.
- Recycling one aluminum beverage can saves enough energy to run a computer for two hours.

Many of the actions schools can take to increase recycling and reduce waste are small but significant, requiring only a slight change in procedure. Additionally, these actions can serve as great tools for teaching students about the importance of conserving natural resources through experiential learning.

Recommended Practices

Each school in the division should work towards taking the following actions on an annual basis:

1. **Sustainability Team** - form a school Sustainability Team to advise and monitor school-based sustainability initiatives (team members should attempt to include members from the whole school community: teachers, students, administrator(s), custodian(s) and parents/guardians).
2. **Waste Reduction/Recycling Practices** – Work toward adopting management practices and education programs for waste reduction and recycling that include the following:
 - Recycle cardboard, mixed paper;
 - Recycle bottles, cans and plastics;
 - Provide readily accessible areas for storage and collection of materials for recycling;
 - “Universal Waste” such as batteries, electronic devices and florescent light tubes/bulbs are properly recycled through hazardous waste facilities, collectors and/or services;
 - Reuse or donate surplus materials/equipment/furniture including the lost and found items;
 - Prioritize the reduction of paper use, plastics and Styrofoam;
 - Prioritize double-sided photocopying and printing;
 - Prioritize procurement practices that are “green”;
 - Encourage the use of reusable and/or recyclable foodware;
 - Work toward the implementation of a “waste-free” lunch policy for lunches brought from home;
 - Promote the collection of food scraps (e.g. kitchen food scraps and leftovers from students’ meals and snacks) and soiled paper to be composted;
 - Develop and implement a plan that ensures all students, during the course of their education at the school, have been introduced to resource conservation, waste reduction, reuse, recycling, and composting through lessons or classroom activities;
 - Conduct a yearly school-wide waste reduction and recycling audit; engage students in the presentation of the results of the school-wide waste reduction, recycling, and composting

plan to the community;

- Engage students to assist with the recycling/collection and waste management efforts;
- Partner with community groups, non-profit organizations, or businesses on waste reduction, recycling, and composting projects;
- Phase out the sale of plastic water bottles at the school and encourage students to bring reusable water/beverage bottles to school;
- Teachers to limit use of paper handouts. Use the whiteboard/digital board, and/or refer students to books and digital learning resources whenever possible;
- Use electronic means (instead of paper copies) for regularly issued staff or parent newsletters, bulletin or memos;
- Encourage and publicize waste reduction, recycling and composting at school and at home;
- Provide students, parents/ guardians and staff with information about the school's waste reduction, recycling and composting procedures and program at the beginning of every school year;
- Recognize at least once per year the class(es), club(s), and/or staff that have led the school's waste reduction and recycling program through rallies, awards, etc.