

**MONTGOMERY COUNTY PUBLIC SCHOOLS****DSC USE ONLY** Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_**Sustainability Action Plan**Division of Sustainability and Compliance (DSC)  
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)  
45 W. Gude Drive, Suite 4000, Rockville, Maryland 20850**INSTRUCTIONS**

Complete this form online and submit it by September 30th of each school year, by clicking the SUBMIT button above.

**SCHOOL INFORMATION**

School \_\_\_\_\_

**SUSTAINABILITY AT YOUR SCHOOL**

Board Policy ECA, *Sustainability*, set ambitious goals for MCPS to reduce greenhouse gas (GHG) emissions by 80% by 2027 and 100% by 2035. Recycling is required by Montgomery County regulations, and each school must name a Recycling Coordinator. Schools must also implement food waste diversion and work towards achieving Maryland Green School Certification. To accomplish this, schools will designate staff leaders and create at least one team that implements environmental sustainability actions and conducts activities that engage students, staff and the community. Please provide your school's information for this school year below.

**DSC AWARDS, GRANTS, AND RECOGNITIONS**

DSC values and recognizes exemplary sustainability behavior and initiatives at schools. Four types of [stipends](#) are available for your staff sponsors. Please let us know about the great programs and projects that are happening at your school so that you may be recognized. Subject to funds availability, special awards and grants may be available to schools for your school-based sustainability projects. Look for periodic announcements on [The Bulletin](#), [DSC website](#), [Quick Notes](#), or email notifications.

**MY SCHOOL'S SUSTAINABILITY TEAM INFORMATION (may also be called SERT or Green Team)**

School Recycling Coordinator Name \_\_\_\_\_ Email \_\_\_\_\_

Food Waste Diversion Coordinator Name \_\_\_\_\_ Email \_\_\_\_\_

Your Sustainability team should include students, staff, and parents/guardians, and/or community volunteers and administrators; please provide your school's contact information:

Sustainability Team Leader Name \_\_\_\_\_ Email \_\_\_\_\_

Member Name \_\_\_\_\_ Email \_\_\_\_\_

Member Name \_\_\_\_\_ Email \_\_\_\_\_

Member Name \_\_\_\_\_ Email \_\_\_\_\_

**OTHER STUDENT-LED ENVIRONMENTAL CLUBS/TEAMS (if applicable)**

Name of Club \_\_\_\_\_ Leader Name \_\_\_\_\_ Email \_\_\_\_\_ @mcpsmd.net

Name of Club \_\_\_\_\_ Leader Name \_\_\_\_\_ Email \_\_\_\_\_ @mcpsmd.net

Name of Club \_\_\_\_\_ Leader Name \_\_\_\_\_ Email \_\_\_\_\_ @mcpsmd.net

**REQUEST FOR SUPPORT**

- Pursue external certifications (e.g., Maryland Green School, Eco-schools, etc.)
- A free flag to fly on the flagpole (certified Maryland Green Schools only)
- Increase recycling participation and food recovery/sharing
- Actions we can take at home and school to reduce our carbon footprint
- School-wide sustainability event(s) (assemblies, lunch-time recycling)
- Support in outdoor activities (e.g., Butterfly garden, tree plantings, outdoor lessons)
- Student-led audits (conserving energy, water, etc.)
- Guest speakers on green careers, stream clean-up, and conservation management
- Teacher workshops
- Special projects for our Sustainability/Green Team to increase awareness participation in the school/community
- Waste & greenhouse gas reduction
- Learn more about our school's green building features
- Learn more about Montgomery County's Climate Action Plan
- Other (please specify) \_\_\_\_\_

**TIPS FOR SUCCESSFUL SUSTAINABILITY PROGRAMS**

Review the [Best Management Practices](#) to ensure that your team is reducing energy (pages 14–33), conserving water (pages 44–48), and reducing, reusing, and recycling (pages 34–43).

Successful sustainability programs require engagement of staff, students, and community users as active participants. The following practices are important foundations that my school incorporates:	Yes
Shut down equipment before <a href="#">long weekends</a> and school breaks by selecting the appropriate Shutdown Checklist: ( <a href="#">winter</a> , <a href="#">spring</a> , <a href="#">summer</a> ).	
Turn off lights, computers, printers, etc. when not in use. Remember to leave servers, cafeteria computers, and network printers on.	
Remove space heaters and personal refrigerators.	
Keep classroom blower vents clear.	
Keep all outside doors and windows closed during heating and cooling seasons and refer to the <a href="#">Mold Awareness Information</a> .	
Follow all recycling guidelines as mandated by <a href="#">Montgomery County Executive Regulation 1-15</a> , Residential and Commercial Recycling, and <a href="#">MCPS Recycling Regulation ECF-RC</a> by:	
<ul style="list-style-type: none"> <li>• Confirming appropriate recycling bins (paper and/or bottles and cans) are near each trash container within the school</li> <li>• Emptying all interior and exterior recycling containers on a regular basis</li> <li>• Flattening cardboard boxes to save space in the dumpster</li> <li>• Keeping dumpsters locked at all times. If your dumpster becomes contaminated, call 240-314-1090 immediately</li> <li>• Placing only paper/cardboard in the paper recycling dumpster, and bottles/cans in the commingled dumpster.</li> </ul>	
Report leaky faucets and toilets to your building service manager for repairs through the work-order system.	
Restrict exterior water use to authorized MCPS grounds maintenance.	
Remember that outdoor drains discharge to our natural landscape, ensure no chemicals or cleaning water is dumped outdoors.	
Set the maximum heat point at 70 degrees and the cooling point at 76 degrees- <a href="#">Temperature Set Point Information</a> .	
If an unoccupied classroom is cold and surfaces within the room are wet, notify the building service manager immediately.	
Share IAQ <a href="#">Tips for Teachers</a> with all staff members.	

If you are considering changes or modifications to your building or grounds, such as projects not covered through maintenance work orders, please submit a Facility Project Request Form (MCPS [Form 230-27](#))

Our school team is incorporating the following additional best practices:		Considering	Implemented
<b>Reduce our 'carbon footprint'</b>	Use refillable water bottles instead of single-use plastic containers.		
	Participate in Walk to School Day in October.		
	Encourage students to walk/bike, use buses, carpool, and use other options that reduce GHG emissions.		
	Incorporate the outdoors during the school day to connect students with the natural environment.		
<b>Reduce Energy Use</b>	Use blinds to allow natural light into classrooms.		
	Sponsor a student conservation club or patrol.		
	Check thermostats monthly to confirm they are within setpoints (see <a href="#">MCPS Thermostat Usage</a> ).		
	Conduct a <a href="#">temperature survey</a> activity.		
	After regular school hours, turn off hallway lighting and use only emergency lighting in hallways.		
	Use multimedia platforms to share energy conservation tips (i.e., announcements, posters, weekly newsletter, website)		
<b>Increase Participation in "Reduce, Reuse, Recycle, and Rethink"</b>	Use task lamps in offices, computer labs, and on teachers' desks instead of turning on overhead lighting.		
	Establish a Recycling Club and/or Patrol Team to monitor recycling stations.		
	Update and educate students and staff on recycling program data to increase participation.		
	Participate in poster contests and recycling collection competitions.		
	Implement a Food Share Table/Program.		
<b>Conserve Water</b>	Collect used <a href="#">markers/pens, glue bottles/sticks single use batteries</a> .		
	Establish a team to "sweep" the school for water leaks.		
<b>Stormwater Management</b>	Confirm an irrigation control plan for athletic fields.		
	Increase awareness about ways to reduce harmful pollution in the bay through the <a href="#">Clean Water Art Contest</a> .		
	Reduce stormwater through small scale school-based/student led projects (Rainscapes, gardening, tree planting)		
	Educate staff and students on school green features by placing indoor and outdoor signage.		
	Examine school grounds for potential pollution entering our waterways, see <a href="#">Stormwater Management</a> .		
	Promote a healthier watershed through liter collection events and/or invasive removal clean up events		

**FORM SUBMISSION**

Name of person completing this form \_\_\_\_\_ Title \_\_\_\_\_  
 Administrator approving this form \_\_\_\_\_  
 I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.  
 Administrator's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_