

**MONTGOMERY COUNTY PUBLIC SCHOOLS****DSC USE ONLY**

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Method  E-mail  Pony  Fax  Hand-delivered**Sustainability Action Plan**

Division of Sustainability and Compliance (DSC)  
 MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)  
 45 W. Gude Drive, Suite 4000, Rockville, Maryland 20850

**INSTRUCTIONS**

This form is to be completed and submitted by each school on or before September 30 of each year. Fully completed forms may be returned to Division of Sustainability and Compliance (DSC) via e-mail to [Sustainability@mcpsmd.org](mailto:Sustainability@mcpsmd.org), PONY, fax, or hand delivery. Please complete electronically or print clearly.

**SCHOOL INFORMATION**

School \_\_\_\_\_ School Recycling Coordinator \_\_\_\_\_

**SUSTAINABILITY AT YOUR SCHOOL**

It is expected that all schools have an active onsite School Energy and Recycling Team (SERT) in place. It is encouraged to blend these together to form a schoolwide Sustainability (Green) Team. Also, note that MCPS, State, and County have set a goal for 50 percent of our schools to achieve the Maryland Green School certification. The team leader can be a teacher, staff member, or administrator. Ideal teams should include students, staff, and parents/guardians, or community volunteers.

**SCHOOL-BASED SERT (SUSTAINABILITY) TEAM**

If applicable, does your team have a unique name? \_\_\_\_\_

Leader Name \_\_\_\_\_ Email \_\_\_\_\_

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

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

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

**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

**DSC AWARDS, GRANTS, & RECOGNITIONS**

DSC values and recognizes exemplary sustainability behavior and initiatives at schools. Please let us know of all of the great programs and projects that are happening at your school so that you may be recognized. Subject to funds availability, special grants may be available to schools to support the implementation of your school-based sustainability projects. Look for periodic announcements on The Bulletin, DSC website, Quick Notes, or email notifications.

**REQUEST FOR SUPPORT**

DSC program staff is available to provide support and assist you in your sustainability efforts. Do you want to learn more or need assistance to implement any of the following or to improve sustainability performance at your school? (Check all that apply):

- Increasing recycling participation/reducing waste  Other (please specify) \_\_\_\_\_
- Guest speakers for Rainscapes program, stream clean up, other \_\_\_\_\_
- Learn more about your school's green building features \_\_\_\_\_
- Learn more about the Montgomery County's Climate Action Plan \_\_\_\_\_
- Pursue external certifications (e.g., Maryland Green School, Eco-schools, etc) \_\_\_\_\_
- Schoolwide sustainability event(s) (assemblies, lunch time recycling) \_\_\_\_\_
- Student school garden (eg. Butterfly, etc.) \_\_\_\_\_
- Sustainability audits (conserving energy, water) \_\_\_\_\_
- Composting/food recovery \_\_\_\_\_
- Personal actions we can take to reduce our carbon footprint \_\_\_\_\_
- Speakers on green careers \_\_\_\_\_

**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 \_\_\_\_/\_\_\_\_/\_\_\_\_

**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	Sometimes	No
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 workorder 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.			
Sharing 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>Reducing our 'carbon footprint'</b>	Use refillable water bottles instead of single-use plastic containers.		
	Participate in Walk to School Day in October.		
	Incorporate the <a href="#">outdoors during the school day</a> as ways to connect students with the natural environment.		
<b>Reducing Energy Use</b>	Use blinds to allow natural light into classrooms.		
	Sponsor a student conservation club or patrol.		
	Check thermostats monthly ( <a href="#">MCPS Thermostat Usage</a> ).		
	Conduct a <a href="#">temperature survey</a> activity.		
	After regular school hours, turn off hallway lighting and using only emergency lighting in hallways.		
	Use multi-media platforms to share energy conservation tips i.e., announcements, posters, weekly newsletter, website, etc.		
	Use task lamps in offices, computer labs, and on teacher's desks instead of turning on overhead lighting.		
<b>Increasing Participation in Reduce, Reuse, and Recycle</b>	Establish a Recycling Club and/or Patrol Team to monitor recycling stations.		
	Update and educate students and staff on the progress of your recycling program to engage them in the program.		
	Participate in poster contests and recycling collection competitions.		
<b>Conserving Water</b>	Confirm an irrigation control plan for athletic fields.		
<b>Stormwater Management</b>	Increase awareness about ways to reduce harmful pollution in the bay through the <a href="#">Clean Water Art Contest</a> .		
	Reduce stormwater runoff by working with the <a href="#">County Rainscapes program</a> .		
	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> .		

For more information about sustainability initiatives in MCPS, please contact DSC or visit our website: [Sustainability@mcpsmd.org](mailto:Sustainability@mcpsmd.org)  
Voice: 240-314-1090 • Fax: 301-279-3005 • [www.GreenSchoolsFocus.org](http://www.GreenSchoolsFocus.org)