 P 811Q

MARATHON SCHOOL

61-25 Marathon Parkway

 Little Neck, New York, 11362

718-224-8060 Fax 718-224-5914

[www.811Q.weebly.com](http://www.811Q.weebly.com)

Independence-Collaboration-Technology-Communication

 Penny C. Ryan

 **Principal Assistant Principals**

**Elementary Offsites:** PS 37, P 147, P 822 Nicole Avila

**Intermediate Offsites:** IS 227 Yvette Miguez, I.A.

**High School Offsites:** Bayside HS, Francis Lewis HS, QHST Katis Romig

 Michel Rueda

**MEMORANDUM #**

To: All Staff

From: Michel Rueda, AP

Re: Chancellor’s Reg. A850 – Solid Waste Management (Recycling) and School’s Energy Conservation Goal

 Environmentally Sensitive Cleaning Products

Date: September 24, 2018

The NYC Recycling Law and Chancellor’s Regulation A850 require that each school have a viable recycling plan in place. Included is the 2018-2019 School/Building Recycling Plan and Unplug Policy for P.811Q.

All teachers, staff and students are expected to promote and practice the school’s recycling rules. Teachers assigned to supervise breakfast/lunch periods will be responsible in implementing the recycling plan with the students. Teachers are to present two classroom lessons on recycling/energy conservation to the students to make them aware of their role and participation in the school’s energy conservation and recycling program (both in the classroom and in the cafeteria). Students will create signs/charts to indicate how to conserve energy in the classroom and what items are recyclable. Please submit by October 20, 2017 the dates in which you plan to do the lessons. For resources to prepare your lessons visit the website:

<http://schools.nyc.gov/community/facilities/sustainability/facilitymanagers/resources/>

and click on “Resources”. Both the **NYC Dept. of Sanitation Recycling for Schools** and **Grow NYC’s Recycling Toolkit** have lessons that can be adapted to our population. <http://www.grownyc.org/recyclingchampions/classroom-best-practices>

All classrooms and Offices have been provided with a blue recycling receptacle (labeled Mixed Paper) to be used to recycle paper and a black waste basket with a plastic liner for regular garbage. In addition to these recycling and non-recycling receptacles in classrooms and offices, other recycling areas have been setup in the building as indicated below.

**First Floor**- Two large blue recycling cans: one near the auditorium (labeled Mixed Paper) and one near Main office (labeled metal/glass/plastic/cartons)

 Two large gray cans: for non-recyclable garbage

**Second Floor**- Two large blue recycling cans: one near Room 201 (labeled Mixed Paper) and one near Café (labeled metal/glass/plastic/cartons)

Two large grey cans: for non-recyclable garbage

**Cafeteria-** One large blue recycling can with a separate bucket next to it to collect liquids from milk and juice containers. One large grey can for regular non-recyclable garbage. One large bag to recycle trays

**Mixed Paper Items to be Recycled**:

-paper and cardboard, all white, colored, and glossy paper; any envelopes; paper bags; pizza boxes (empty- no food scraps), newspapers, magazines; soft and hardcover books, and catalogs, phone books.

**Beverage Cartons, Bottles, Cans, Metal and Foil Items:**

**-**milk and juice containers, plastic bottles, glass bottles, jugs and any metal or foil items.

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**Energy Conservation:**

Our 2018- 2019 energy conservation School Year Goal is 2% energy reduction/savings. Help the school reduce its energy use and achieve this goal by following the school’s **Unplug** Policy:

1. Turn off the lights in your classroom when the room is going to be unoccupied.
2. Turn off or unplug computers and Smart Board in your classroom when they are not being used and at the end of the day.
3. Disconnect from outlets any chargers or appliances that remain on stand-by in the room.
4. Turn off all network printers at the end of the workday.
5. During the summer months classrooms with two A/C units are to turn off one unit when an announcement is made to cutback power to avoid circuits from tripping.
6. During the summer months turn off A/C units when the room is going to be unoccupied and at the end of the day.

This year we will have an Energy Conservation Poster Contest during the month of January. Contest is opened to all students. Two outstanding posters will receive an award.

**Environmentally Sensitive Cleaning Products:**

In accordance with state law, only environmentally sensitive cleaning and maintenance products may be utilized in New York City public school buildings. Custodian engineers and building managers are aware of these requirements and have been buying and using environmentally sensitive products. Although you are not required to do so, staff often purchase their own cleaning products for their classrooms. Please be sure to use only **Green Seal Certified** or **Eco Logo** approved surface cleaners and hand cleaners.

**Sustainability:**

According to Chancellors Regulation A-850 Sustainability includes **energy conservation and recycling**.

As the largest city agency the NYC DOE plays a critical part in this effort, and every school building has an important role. As you are aware due to the needs of our students and IEP mandates, District 75 expends significant resources on the electrification and installation of air conditioners to our school sites.

The following general guidelines should be implemented with respect to energy conservation at the school level and should be incorporated into your School Sustainability Plans:

1- Usage of air conditioners will be in accordance with the citywide air conditioning policy issued by the Department of Citywide Administrative Services (DCAS) issued in the spring and in the fall (the City’s guidelines for summer air conditioner temperature settings is 78F).

2- Removal of all refrigerators, microwaves, heaters, coffee pots and any other personal electrical items that are **not** used for **instructional purposes**, unless approved by Principal. (this does not apply to staff refrigerator in teachers’ lounge)

3- The entire staff will be conscientious about conserving energy by turning off all lights and air conditioners while not in the room.

4- Recycling and using all labeled containers to dispose of garbage properly

**Safety:**

Please remember to not cover any part of the windows on your classroom doors, including not posting schedules on glass part.

Please do not have any glass or ceramic mugs/cups/objects that are breakable in classroom