



# ADMINISTRATIVE PROCEDURE

## BREAKFAST IN THE CLASSROOM RECYCLING

2810.1

Procedure No.

July 1, 2017

Date

### I. PURPOSE

The Breakfast in the Classroom program provides all students at participating schools a nutritious breakfast so students can begin the school day ready to learn.

The Maryland Code, Educational Article §4-127 requires all Prince George's County Public Schools (PGCPS) and facilities to develop and implement a recycling program to recycle solid waste. Schools may choose from two options for their breakfast recycling program.

PGCPS recycling program information, materials, and resources are available at [www1.pgcps.org/recycling](http://www1.pgcps.org/recycling).

### II. DEFINITION

- A. "Recycling" is the collecting, sorting, and processing of waste material in order to manufacture a new product. Through the process of recycling, the physical form of the waste material is altered. Composting is also a form of recycling.
- B. A "PGCPS site" is defined as any school or facility, including grounds owned or occupied by PGCPS.
- C. The "Recycling Coordinator" is the individual designated by the Principal or Facility Administrator to coordinate the recycling and waste reduction program at the site.

### III. PROCEDURES

#### A. Responsibilities for Staff, Students and Other Users of PGCPS Sites

1. It is critical that the administration, custodians, and instructional staff work together with the leadership team of the Principal, Building Supervisor, and Recycling Coordinator to implement successful recycling programs.
2. The Building Supervisor, student monitors, and other staff will communicate with the Recycling Coordinator and administration about incorrect items observed in recycling bins and trash cans. As necessary, the administration, Recycling Coordinator, and instructional staff will re-educate students and staff on the procedure to sort recyclable items.
3. Custodians will ensure breakfast trash cans and recycling bins are in place, and ready for breakfast waste sorting the following morning.



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### B. Recycling Procedures

1. As much as possible, schools should utilize the cafeteria for students to consume breakfast.
2. Unopened breakfast items will be returned to the cafeteria kitchen.
3. Breakfast recycling will be collected each day breakfast is served.
4. Schools will encourage students to consume all of their breakfast and recycle all empty acceptable containers.
5. The following breakfast containers\* will be recycled in recycling bins and recycling dumpsters:

- |                          |                       |
|--------------------------|-----------------------|
| Plastic bottles and caps | Cartons (Juice, etc.) |
| Cereal bowls             | Plastic cups and lids |

\*A complete list of acceptable items is available at [www1.pgcps.org/recycling](http://www1.pgcps.org/recycling).

6. All recyclable items must be empty before being placed into recycling bins or recycling dumpsters. Any unconsumed liquids may be emptied into designated breakfast trash cans.
7. Plastic bag liners are not required for recycling bins; however, when plastic bag liners are necessary, only transparent liners may be used in recycling bins. Dark or non-transparent plastic bag liners may be used for trash cans.

## IV. IMPLEMENTATION OF BREAKFAST IN THE CLASSROOM RECYCLING

Schools may choose from the following two options to sort and collect their breakfast recycling.

### A. **Option 1:** Sort All Breakfast Materials in the Hallways

Students will walk all breakfast items (recycling and trash) out into the hallway and dispose of materials into hallway recycling and trash containers.

1. Benefits of this set up include:



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- a. Cleaner classrooms: All breakfast items are disposed of in hallway containers and collected immediately after breakfast; no food items are disposed of in classroom containers.
  - b. Increase efficiency: Fewer containers for custodial staff to collect, empty and maintain.
  - c. Consistency improves recycling: School-wide implementation of the same sorting routine for breakfast and lunch makes it easier for participants, improves correct recycling, and makes recycling a routine school practice.
  - d. Increase recycling rate: Sorting stations capture more recyclables and decrease contamination.
  - e. Reduce supply costs: Requires fewer collection containers and liners.
2. Supplies. Each hallway waste sorting station will contain:
- a. Recycling Bin
  - b. Trash Can; and
  - c. PGCPS recycling and trash posters displayed above bins.
- All containers must be properly labeled.
3. Specific Procedures:
- a. Hallway recycling bins and trash cans will be placed in areas of the building that allow multiple classrooms to access them.
  - b. Recycling and trash containers will be paired together in the hallway for correct sorting of materials.
  - c. After students have finished eating breakfast, all opened breakfast items will be taken into the hallway and sorted into the recycling bin or trash can.
  - d. Breakfast items will not be disposed of in classroom containers.



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### B. **Option 2:** Sort Breakfast Materials in the Classrooms and Hallways

Students will place recycling into classroom recycling bins and trash into hallway trash cans. Classroom trash cans will not be used for breakfast materials.

1. Benefits of this set up include school-wide breakfast recycling that improves overall school recycling.
2. Supplies:
  - a. Recycling Bin for each classroom
  - b. Trash Cans for hallways; and
  - c. PGCPS recycling and trash posters displayed above bins.  
All containers must be properly labeled.
3. Specific Procedures
  - a. Hallway trash cans will be placed in areas of the building that will allow multiple classrooms to access them.
  - b. After students have finished eating breakfast, recycling will be placed in classroom recycling bins. Trash will be walked into the hallway and disposed of in hallway trash cans.
  - c. Breakfast items will not be disposed of in classroom trash cans.

V. **LEGAL AUTHORITY:** Maryland Code, Educational Article §4-127.

VI. **RELATED PROCEDURES AND DOCUMENTS:** Administrative Procedure 2810, Recycling Program

VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Department of Building Services will be responsible for updating these procedures as needed.

VIII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new procedure.

IX. **EFFECTIVE DATE:** July 1, 2017