



# Bethel Public Schools

## MEMORANDUM

TO: District Wide School Staff

DATE: April 2, 2015

FROM: Central Office Business Office/ Direct Any Questions to Theresa Yonsky or Deb Demuth at 203-794-8603

### **GUIDELINES FOR RECYCLING AND DISPOSAL OF SCHOOL PROPERTY**

Bethel Public Schools is committed to recycling and responsible disposal as often as possible. To raise recycling awareness, our schools participate in the HRRR annual recycling poster contest as well as some school based functions. We have many options available and in place throughout the system for recycling items such as paper, cardboard, cans, bottles, and toner and ink recycling; containers are in place for these items and should be used whenever possible. Also, confidential document shredding containers are in place as well.

### **The following steps should be taken to ensure proper recycling/disposal and accounting of school property:**

**ELECTRONICS-** Use a Recycling and Disposal of School Property form and fill out as much information as possible and contact the IT Department (Dave Arre). This includes computers, monitors, keyboards, mice, televisions, phones, etc. The tech department will remove the items and arrange for their disposal through an electronics recycling company.

**GYM EQUIPMENT AND FURNITURE-** Report any damaged, outdated equipment or furniture to your school head custodian. A Recycling and Disposal of School Property form should be completed. If the item cannot be repaired the head custodian will arrange for disposal.

**TEXTBOOKS AND MEDIA** - Complete a Discarding of Textbooks/Instructional Materials form and forward to the Assistant Superintendent's office for approval. The materials will then be removed for disposal by the school's head custodian.

**HAZARDOUS MATERIALS** – Contact the Supervisor of Facilities and Security (Bob Germinaro). Mr. Germinaro will examine the materials and arrange for their proper disposal.