

EVERY ACTION COUNTS. TOGETHER, WE CREATE A CLEANER, GREENER FUTURE FOR ALL.



WHAT ITEMS CAN BE RECYCLED?

Place these clean, empty, and dry items in **BLUE** recycling bins.



PAPER

- White and colored paper
- Printer paper, notebooks
- Newspaper, magazines
- Envelopes, file folders



PLASTIC

- Plastic bottles #1 and #2 (water, soda, milk jugs)
- Plastic containers, tubs, cups



METAL

- Aluminum cans
- Steel (tin) food cans



CARDBOARD

- Cardboard (flattened)
- Paperboard boxes (cereal, tissue, shoe boxes)

WHEN IN DOUBT, THROW IT OUT! 



WHAT ITEMS CANNOT BE RECYCLED?

Keep these items out of recycling bins.



Food or Liquid (No food, no drink, no soup!)



Plastic Bags or Plastic Film (Return to store drop-off locations)



Styrofoam or Foam Products



Trash or Food-Soiled Items



Hoses, Wires, Cords



Hazardous or Electronic Waste (Batteries, chemicals, electronics)



Clothing, Textiles, or Shoes

CONTAMINATION RUINS GOOD RECYCLING. 

WHY RECYCLING MATTERS



PROTECT OUR ENVIRONMENT

Reduces landfill waste and conserves natural resources.



CREATE HEALTHIER SCHOOLS

Cleaner schools support student health and well-being.



REDUCE COSTS

Efficient recycling lowers disposal costs and saves resources.



SUPPORT LEARNING

Hands-on recycling teaches responsibility and critical thinking.



BUILD STRONGER COMMUNITIES

Working together creates a culture of care, pride, and stewardship.

THE DCSD RECYCLING TEAM

A team effort makes our recycling program successful!



STUDENTS – Active participants who recycle right and encourage others.



GREEN TEAMS – Leaders of sustainability and recycling champions.



TEACHERS – Model and integrate recycling into lessons and routines.



CUSTODIAL STAFF – Collect, transport, and manage materials safely.



SCHOOL ADMINISTRATION – Provide leadership, resources, and support.



DEKALB SANITATION – Collects recyclables and transports to recycling facilities.

OUR 5-STEP RECYCLING PROCESS (SOP)

1

RECYCLE IN CLASSROOM BINS



Students, teachers, staff, and guests place acceptable recyclables in blue classroom bins.

WHO: Everyone

2

EMPTY CLASSROOM BINS INTO 95-GALLON CARTS



Students and custodians empty classroom bins into 95-gallon blue carts. Custodians collect carts on a regular schedule.

WHO: Students & Custodial Staff

3

CUSTODIAL TRANSFER



- Remove full clear bags.
- Empty contents into recycling dumpster.
- Reuse clear bag or discard contaminated bag in trash.

WHO: Custodial Staff

4

DEKALB SANITATION PICKUP



Recycling is collected 1–2 times per week depending on school capacity.

WHO: DeKalb Sanitation

5

RECYCLING FACILITY



Materials are sorted, processed, and recycled into new products.

WHO: Recycling Facility

DCSD RECYCLING PRINCIPLES



RECYCLE CORRECTLY

Follow DCSD guidelines and only place accepted materials in recycling bins.



KEEP IT CLEAN

Keep recyclables clean, empty, and dry to reduce contamination.



EVERYONE HAS A ROLE

Students, teachers, staff, and custodians all play a part.



EDUCATE OTHERS

Teach peers, visitors, and our community about responsible recycling.



SUPPORT OUR TEAM

Respect and support custodial staff and keep our schools clean and safe.



CELEBRATE PROGRESS

Recognize achievements and continue improving our recycling efforts together.

RECYCLING BEST PRACTICES



RECYCLE CORRECTLY

Place only accepted materials in recycling bins.



KEEP IT CLEAN

Keep recyclables empty, dry, and free of food residue.



REDUCE CONTAMINATION

When in doubt, throw it out. Keep trash out of recycling.



MONITOR & MAINTAIN

Check bins and carts regularly to ensure cleanliness and proper use.



IMPROVE CONSTANTLY

Review processes, listen to feedback, and make improvements.



CELEBRATE SUCCESS

Recognize efforts, share results, and inspire others to keep going!

COMMON MISTAKES TO AVOID



Food or Liquid in Recyclables



Plastic Bags (Do not recycle in bins)



Styrofoam or Foam Products



Trash in Recycling Bins



Hazardous or Electronic Waste



Clothing or Soft Goods



Dirty or Soiled Items



Hoses, Wires & Cords



Contamination can send good recyclables to the landfill. Your actions make recycling successful!

OUR RECYCLING TEAM



STUDENTS

Active participants in recycling success.

- Place recyclables in the correct bins.
- Help collect classroom recycling.
- Encourage peers to recycle.
- Be Recycling Ambassadors.



GREEN TEAMS

Leaders of sustainability.

- Promote recycling education.
- Monitor recycling practices.
- Monitor contamination.
- Collect classroom recycling.
- Lead by example every day.



TEACHERS

Integrate and promote recycling.

- Model and promote recycling practices.
- Incorporate sustainability into lessons.
- Monitor classroom bins.
- Encourage student engagement.



CUSTODIAL STAFF

Keep our schools clean and efficient.

- Move recyclables from classrooms.
- Manage 95-gallon carts and liners.
- Transfer materials to recycling dumpsters.
- Keep collection areas clean and organized.



SCHOOL ADMINISTRATION

Support, guide, and empower.

- Provide resources and training.
- Ensure recycling systems are in place.
- Support Green Team activities.
- Celebrate success and progress.



DEKALB SANITATION

Our collection partner.

- Collect recycling 1–2 times per week.
- Transport materials to recycling facilities.
- Support cleaner, greener schools.