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St. Mary's County Public Schools Division of Supporting Services

Department of Operations
27190 Point Lookout Road
Loveville, Maryland 20656

Mr. Ashley Varner, Director

MEMORANDUM

To: All Principals, SSST, All Secretaries
From: Ashley B. Varner, Director of Operations; Katie Kortokrax, Chief Academic Officer
Date: May 11, 2026
Cc: Supervisors of Instruction; Jessica Young; Stacey Suite; Phil Longo; Operations Foremen; Building Service Managers

Re: End of Year Disposal of Materials

As we conclude the year, many consumable items of instruction are discarded and/or disposed of at school sites and offices. Textbooks are returned and inventoried, and some are damaged or unusable. In an effort to dispose of these items in the most fiscally responsible and environmentally conscious manner, the following protocol has been established. Please review this protocol with your teachers and staff prior to May 29, 2026 so that all are aware before they begin their end-of-year closeout procedures.

Shredding

- Only confidential items containing student or employee records are to be identified for shredding.
- Place only these items in the designated shredding containers at each school or office site.

Recycling

- Cardboard, paper, magazines, junk mail, plastic bottles/cans/containers/caps, aluminum, beverage cans, food cans, jars, glass can all be recycled.
- All paper not containing confidential student or employee information can be recycled.

Trash/Refuse

- Any items not suitable to recycle can be put into trash receptacles.
- This includes wood, rubber, food waste, plastic bags, plastic wrap, and Styrofoam.

Media Materials Disposal

- Procedures for Disposal of Approved Media Books Media Staff should follow their guidelines for weeding materials that has been shared with them by Christen Ganley, Supervisor of Educational Technologies and Media at cjganley@smcps.org.
- Once the media specialist makes the decision that the item can leave the collection, a black sharpie should be used to cross out barcodes and any SMCPs/school markings.

Procedures for Disposal of Media Books

- Children's books that are in bad shape should be recycled. Books that are in acceptable shape but are not being read can be offered to students to take home.
- Remember to remove all SMCPs or School Name identification from the materials before disposal.
- Your BSW (Building Service Worker) can dispose of the discarded materials at your site.

Textbook and Consumable Disposal

If your school has textbooks or consumables that can no longer be used by students and need to be discarded, please follow the steps below.

Reference: [June 2026 Discard List](#) or <https://tinyurl.com/smcpsdisposal>

1. Please check-in all textbooks slated for disposal prior to preparing for disposal. This prevents students and teachers from having a "carry over" debt in our system that they should not be charged for.
2. If schools keep textbooks that are slated for disposal, it is their responsibility for storage and disposal at a later date.
3. Schools are permitted to give away textbooks/consumables slated for disposal to students to take home as long as they have been removed from the system and the barcodes have been marked through with a black sharpie.

Hardcover Textbook Pickup

For all hardcover textbooks to be disposed of, the site administrator must initiate a maintenance work order by June 16, 2026, to have the textbooks picked up for disposal by the Operations Department over the summer. Books must be boxed, sealed, and labeled, describing their specific contents. Please provide a copy of the signed approval to the Operations staff member at time of pickup. Make sure all summer staff are aware where the books are stored so that when pick-up occurs they are easily located.

Extra Resources

Many sites have an overage of consumables and other materials. Before discarding, check with Christen Ganley, the content area supervisor and/or department chair. At the end of each year, all students should take their consumables home except for Foundations consumables for Grade 1 and 2 students. Grade K and Grade 3 students can take their consumables home.

Questions

Please contact Ms. Kortokrax at 301-475-5511, ext. 32249, if you have any questions regarding textbooks and their labeling and disposal. Mr. Varner can be reached at 301-475-4256, ext. 34163, for any questions or issues regarding shredding, recycling, or refuse. Thank you in advance for your attention to this important protocol.