

## **Suggestions for Paper Reduction in Schools**

- Have laptops and projectors available for every classroom.
- Put faculty forms on computer (leave, emergency contacts, etc.).
- Promote a wider use of email instead of memos, sports rosters, teacher to teacher correspondence for meetings, etc. placed in mailboxes.
- Ask students for ideas to reduce paper usage.
- Use electronic textbook lists, new books are barcoded and scanned.
- Use more consumable workbooks instead of worksheet copies.
- Recycle white paper, newsprint and cardboard at each school site.
- Use discarded instructions for STAR testing to run duplicate schedules to replace lost student schedules (the backside is blank).
- Put referral forms online. If they could be tied to Gradequick, information could also go on report cards to inform parent of discipline history.
- Set up substitute teacher forms online that teachers taking unplanned leave can access on home computers.
- Instead of printing grades from Gradequick quarterly, download to discs.
- Assign copy machine codes to teachers at each school site to limit copies made.
- Use Edline in lieu of progress notes. For parents without access, combine all 7 classes onto 1-2 sheets of paper upon parent request.
- Have reliable technology systems that teachers can trust so teachers don't feel like they need to make a hard copy every time they enter grades.
- Don't require constant documentation to prove that teachers are doing their jobs.
- Use computerized format for lesson plans with pull down menu.
- Use class sets of "Quick Check" student whiteboards.