# Attachment A

Supt’s Memo #234-19

September 27, 2019

# **Virginia**

# **Green Ribbon Schools Application**

2019-2020

**September 20, 2019**

**Virginia Department of Education**

**Post Office Box 2120**

**Richmond Virginia 23218-2120**

**Intent to Submit Due Date: October 25, 2019**

**Application Due Date: December 6, 2019 at 4 P.M.**

## Background

Thank you for your interest in completing the Virginia application for nomination to U.S. Department of Education Green Ribbon Schools (ED-GRS), District Sustainability Award, or Postsecondary Sustainability Award. ED-GRS recognizes schools, divisions, and postsecondary institutions taking a comprehensive approach to sustainability, incorporating environmental learning with improving environmental and health impacts.

Becoming a U.S. Department of Education Green Ribbon School, District Sustainability Awardee, or Postsecondary Sustainability Awardee is a multistep process. The first step is to complete and submit this form to be selected as a nominee by your state education agency or equivalent.

Once selected as a nominee by the Virginia Department of Education, the second step of the process requires signatures certifying compliance with all applicable civil rights, Federal Student Aid, health, safety, and environmental statutory and regulatory requirements. You may view the certifications that you will be asked to make in the Nominee Presentation Forms [here](https://www2.ed.gov/programs/green-ribbon-schools/applicant.html).

Finally, your nomination materials, including the signed Nominee Presentation Form, documentation of progress in all areas of the award, and several photographs, will be sent to the U.S. Department of Education (ED). The Virginia Board of Education will recognize the Virginia finalists for Green Ribbon Schools at a fall Board Public Meeting. ED notifies national selectees in the spring, inviting them to send representatives to attend a ceremony in Washington, D.C., in the fall. Selection is based on documentation of the nominee’s progress in the three ED-GRS Pillars:

Pillar I: Reducing environmental impact and costs;

Pillar II: Improving the health and wellness of students and staff; and

Pillar III: Offering effective environmental and sustainability education.

Schools, divisions, and postsecondary institutions demonstrating progress in every area will receive highest scores. It may help to assemble a team with expertise across these areas to complete the application. You may also wish to consult [Green Strides](http://www.greenstrides.org) for programs related to each Pillar.

## How to Submit

The Virginia Department of Education (VDOE) will accept **electronic submissions only.** The applicant information page and the narrative must be submitted as Word documents. In addition, 5-10 photos (.jpg) are to be submitted as email attachments with the application.

The completed GRS School Division Application must be sent to Anne Petersen, Science Coordinator, Office of Science, Technology, Engineering, and Mathematics, Department of Learning and Innovation, Virginia Department of Education, by email at [anne.petersen@doe.virginia.gov](mailto:anne.petersen@doe.virginia.gov) by December 6, 2019, at 4 p.m.

## Intent to Submit

School divisions should submit the nonbinding **Intent to Submit** form, page viii, of this application packet by **October 25, 2019**. However, the submission of this form is **not** a requirement for participation in the 2019-2020 GRS state nomination process.

## Application Deadline

All completed applications are due to the VDOE by Friday, **December 6, 2019, by 4 p.m.**

**Applications are due by to the Virginia Department of Education by December 6, 2019.** VDOE will send nominations to the U.S. Department of Education by February 15, 2020. Please contact Anne Petersen, VDOE Science Coordinator, if you have questions during the course of application completion.

## Nominee Information

School, Division, or Postsecondary Institution Name:

Category of Nomination (School, Division, or Postsecondary):

Address:       City:       State:      Zip:      Twitter:       Facebook:

Top official: Title (Mr./Ms./Mrs./ Dr.):       First Name:       Last Name:

Position/Role (Principal/ Superintendent/ President):       Email:       Phone:

Lead Applicant (if different) Title (Mr./Ms./Mrs./ Dr.):       First Name:       Last Name:

Position/Role (Teacher/ Sustainability Director/ Facilities Director):       Email:       Phone:

**Check all that apply:**

Early Learning

Elementary

Middle

High

Public

Charter

Magnet

Non-Public

Two-Year

Four-Year

Community College

Career and Technical

Urban

Rural

Suburban

**Provide percentages, if any are relevant to your school, division, or institution:**

Pell Recipients:

Free and Reduced Price Lunch:

Minority:

Limited English Proficient:

Special Education:

Graduation Rate:

Attendance Rate:

**Provide the following:**

Total Enrolled:       Number of Schools:       Buildings:       Campuses:

## Documentation of Sustainability Achievement

**Summary Narrative: An Overview of Your Work Encompassing All Three Pillars**

Use 2-3 pages to provide a summary narrative describing your school, division, or postsecondary institution’s efforts to reduce environmental impact and costs; improve student and staff health and wellness; and provide effective environmental and sustainability education. This overarching summary should highlight the best of your work in every ED-GRS Pillar and Element. You can see the areas that you should address [here](https://www2.ed.gov/programs/green-ribbon-schools/eligibility.html) and view examples of summary narratives in past [Highlights Reports](http://www2.ed.gov/programs/green-ribbon-schools/performance.html). The summary that you submit should be what you would like to see appear in a future Highlights Report, if your institution is selected. Be sure to include relevant sustainability achievements, supporting data, unique partnerships, program participation, awards, and certifications.

**Narrative for Pillar 1: Efforts to Reduce Environmental Impact and Costs**

Use 1-3 pages to describe how your school, division, or postsecondary institution is reducing environmental impact and costs by reducing or eliminating greenhouse gas emissions; improving water quality, efficiency, and conservation; reducing waste production; and using alternative transportation. Identify your energy-efficient facilities and practices, ecologically beneficial uses of grounds, and methods of disposal for solid and hazardous wastes. Use supporting data to demonstrate progress when possible.

**Narrative for Pillar 2: Efforts to Improve the Health and Wellness of Students and Staff**

Use 1-3 pages to describe how your school, division, or postsecondary institution improves the health and wellness of students and staff by integrating an environmental health program and promoting sound health and wellness practices. You should discuss contaminant, moisture and asthma control, air quality, thermal comfort, pest management, water quality, and procurement, as well as nutrition and outdoors physical activity. Other components you may include are: health education, health services, counseling, psychological and social services, sun safety, staff health promotion, and family and community involvement. Incorporate metrics when possible.

**Narrative for Pillar 3: Efforts to Ensure Effective Environmental and Sustainability Education**

Use 1-3 pages to describe how your school, division, or postsecondary institution ensures effective environmental and sustainability education throughout the curriculum. Provide examples of interdisciplinary learning about the key relationships between dynamic environmental, energy, and human systems. Demonstrate how your institution uses the environment and sustainability to develop STEM content, knowledge, and thinking skills, and teach all subjects in context. You should discuss how your school, division, or postsecondary institution develops and applies civic knowledge and skills to environmental and sustainability education. All STEM and civics work should be described as it relates to environmental and sustainability learning. Detail any environmental or sustainability literacy standards, show how these concepts are integrated into assessments, and describe environmental and sustainability literacy professional development. Include co-curricular opportunities such as field trips, study abroad, clubs, and service learning. This section should describe hands-on, place-based, project-based, authentic learning across the curriculum, not limited to one subject, such as science courses.

**Photos:** Please submit 5-10 photographs with descriptions including who, what, when, and where. Photos should be action shots, not posed. By sending these photos, you are giving your state nominating authority and the U.S. Department of Education permission to use them in the newsletter and social media. Please use normal fonts and margins in your narratives.

## Scoring Matrix

In order to offer guidance in constructing the different components of the application, the scoring rubric that will be used by the Green Ribbon Schools Application Review Team is provided below. Please contact Anne Petersen ([anne.petersen@doe.virginia.gov](mailto:anne.petersen@doe.virginia.gov)) if you have further questions concerning the expectations of the application.

| **2019-2020 Green Ribbon Schools**  **Application Scoring Matrix** | **Point Values** |
| --- | --- |
| **Crosscutting Questions** | **5%** |
| **Participation in Green School Programs and/or Awards for Environmental and Sustainability Efforts** | 5 points |
| 1. **Reducing Environmental Impact and Costs** | **30%** |
| **Element 1A: Reduced/Eliminated greenhouse gas (GHG) emissions**   * + Energy   + Buildings | 15 points |
| **Element 1B: Improved Water Quality, Efficiency, and Conservation**   * + Water   + Grounds | 5 points |
| **Element 1C: Reduced Waste Production**   * + Waste   + Hazardous Waste | 5 points |
| **Element 1D: Use of Alternative Transportation** | 5 points |
| 1. **Improving the Health and Wellness of Students and Staff** | **30%** |
| **Element 2A: An Integrated School Environmental Health Program**   * Integrated Pest Management * Contaminant Controls and Ventilation * Asthma Control * Indoor Air Quality * Moisture Control * Chemical Management | 15 points |
| **Element 2B: Nutrition and Fitness**   * Fitness and Outdoor Time * Food and Nutrition * Other Coordinated Health Programs | 15 points |
| 1. **Providing Effective Environmental and Sustainability Education Incorporating Sound Science and Civic Skills** | **35%** |
| **Element 3A: Interdisciplinary Learning about the Key Relationships among Dynamic Environmental, Energy, and Human Systems** | 20 points |
| **Element 3B: Use of the Environment and Sustainability to Develop Science, Technology, Engineering, and Mathematics Knowledge, and Thinking Skills** | 5 points |
| **Element 3C: Development and Application of Civic Knowledge and Skills** | 10 points |
| **TOTAL** | **100 points** |

## Letter of Intent

**Virginia Department of Education**

**2019-2020 Green Ribbon Schools**

**School Division**

## Intent-to-Submit Form

|  |  |
| --- | --- |
| **School Division:** |  |
| **Address:** |  |
| **Superintendent’s Name:** |  |
| **GRS Contact Person:** |  |
| **Title:** |  |
| **Telephone:** |  |
| **Email:** |  |

**Interested school divisions should return this form by**

**October 25, 2018, by 4 p.m. to:**

**Anne Petersen, Science Coordinator**

**Office of Science, Technology, Engineering, and Mathematics**

**Virginia Department of Education**

**101 N. 14th Street**

**Richmond, VA 23219**

**Email:** at [anne.petersen@doe.virginia.gov](mailto:anne.petersen@doe.virginia.gov)