

# **Sustainability Management System (SMS) Synopsis**

## **Model SMS for Schools/Districts**

### **Version 1.0**

*The sections of the model Sustainability Management System for Schools/Districts are summarized below. The full model SMS and its related documents provide further details.*

#### **1.0 Purpose and Scope**

Sustainability is a guiding principle that supports the School/District's mission to be a leader in student achievement, to provide best value for the dollars received and to support the community for generations to come. Sustainability is defined as "meeting the educational, environmental, social, and economic needs of present generations without compromising the ability of future generations to meet their own needs."

A Sustainability Management System (SMS) is an explicit set of arrangements and processes to manage sustainability issues, and ensure that a School/District's sustainability goals and objectives are achieved. It addresses the environmental, social and economic impact of the School/District's activities, both immediate and long-term. The SMS applies to all activities of the School/District. It provides order and consistency in the allocation of resources and assignment of responsibilities and involves all employees. It provides for ongoing evaluation of practices, procedures, and processes.

#### **2.0 Sustainability Policy**

The School/District defines a sustainability policy to provide a guiding vision, and to ensure that its activities and services support its education mission and also become sustainable and eventually restorative. It expresses a long-term commitment to continual improvement and a strategic direction that fosters and inspires Oregon's next generation of leaders. The sustainability policy is adopted by the School/District school board and supported by the School/District superintendent and staff.

#### **3.0 Understanding Big Picture and Setting Goals for the SMS**

##### ***3.1 Environmental, economic and social impacts***

The operational activities over which the School/District has direct control have positive and negative impacts on sustainability. Real and potential sustainability impacts of School/District activities are reviewed, and their significance evaluated. Those found to be significant are documented in a manner that facilitates establishing appropriate sustainability objectives and targets aimed at increasing positive and reducing negative impacts, with the eventual goal of becoming restorative.

##### ***3.2 Baseline assessment***

The School/District establishes a baseline of its current sustainability performance to enable sustainability improvements to be identified, measured and recognized over time. It ensures that proper credit can be given.

##### ***3.3 Relevant rules, regulations and other requirements***

This section of the SMS helps ensure that the School/District is cognizant of all relevant existing rules, regulations and requirements, and that any such requirements are satisfied.

##### ***3.4 Objectives, targets, and projects***

**Objectives and Targets:** The Sustainability Coordinator and Sustainability Advisory Committee establish and document appropriate sustainability objectives and targets at least annually, in order to reduce selected significant real or potential negative impacts.

**Projects:** The School/District establishes and maintains projects for achieving its sustainability objectives and targets. Such projects will include a project manager, timeline and allocation of resources (both human and financial) as required to achieve the objectives and targets.

## **4.0 Establishing and Using the SMS**

### ***4.1 Roles, responsibilities, and authority***

The School/District's sustainability effort requires a multi-stakeholder effort, including school board, superintendent and other administrators, teachers and staff, students, parents and community members. Clear roles and responsibilities are defined to support success and to ensure that institutional knowledge is not lost.

### ***4.2 Awareness and training***

All School/District personnel and contractors receive training about sustainability and the SMS as appropriate for their work assignments.

### ***4.3 Communication (internal and community)***

Details related to the School/District's sustainability policy, the SMS, and its supporting plans, procedures, and information systems are communicated to School/District staff, students and other stakeholders as appropriate.

### ***4.4 SMS documentation***

The School/District's SMS is documented in an SMS Manual, which is supplemented by supporting detailed procedures and instructions, records and forms.

### ***4.5 Controlling activities that have real or potential sustainability impacts***

To ensure success, the School/District prepares detailed instructions as needed to adequately control or mitigate its significant real or potential impacts.

### ***4.6 Emergency and safety preparedness and response***

This section can help ensure that emergency and safety procedures and responses currently addressed in the School/District's Emergency Response Manual (for instance earthquake, lock-down, fire drills, etc.) and Hazardous Materials Plan are reviewed, kept up to date and followed.

## **5.0 Checking and Correcting the SMS**

### ***5.1 Monitoring and measurement***

The School/District regularly monitors and measures key characteristics of its activities that could have a significant impact on sustainability.

### ***5.2 Evaluation of compliance to relevant rules, regulations and other requirements***

This section requires confirmation of actual performance, and helps ensure compliance with rules, regulations and other requirements.

### ***5.3 SMS nonconformity, corrective action and preventive action***

Steps are taken to identify and prevent instances of nonconformity with the requirements of the SMS. When weaknesses or deviations from the SMS are found, formal corrective action is taken, as appropriate.

### ***5.4 Records management***

Records needed to confirm and demonstrate the effectiveness of appropriate elements of the SMS are identified and maintained within the School/District's Records Management System.

### ***5.5 SMS internal review***

The School/District conducts internal SMS reviews in order to determine whether the SMS conforms to planned arrangements for sustainability management, and has been properly implemented and maintained.

## **6.0 Annual District Management Review of SMS**

A comprehensive internal review of the SMS is performed at least annually to ensure its continuing suitability, adequacy and effectiveness, and to assure the School/District's commitment to continual improvement. Recommendations for improvement are made as needed.

## **7.0 Definitions**

A set of relevant definitions is maintained.