



HANDBOOK ON ESTABLISHMENT, IMPLEMENTATION AND ASSESSMENT OF SEKOLAH LESTARI - ENVIRONMENT AWARD

 **Sekolah**
Lestari *Anugerah Alam Sekitar*

Patrick Tan Hock Chuan
Shaharudin Idrus
Rosli Osman
Ahmad Fariz Mohamed
Mazlin B. Mokhtar
Abdul Samad Hadi



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Message by
THE MINISTER OF NATURAL RESOURCES AND
ENVIRONMENT MALAYSIA

In line with the Environmental Policy, my Ministry through the Department of Environment (DOE) is constantly organising various environmental education and awareness campaigns in an effort to foster an environmentally friendly society. Students, the future of the country are our prime target. DOE has initiated various informal co-curriculum programmes such as Environmental Awareness Camps, Wira Alam Project, and many others in its bid to ensure students not only learn but care for the environment too.

Formal education pertaining to the subject of environment across the curriculum and embedded in other subjects has been officially launched by the Ministry of Education. It was aspired that through this approach, values of good environmental stewardship integrated with knowledge, skills during the teaching and learning sessions are entrenched within the students.

To further accentuate the school's position as an environmental excellence centre, Sekolah Lestari-Environment Award Programme was introduced amongst schools, with the aim of protecting and preserving the environment through the aspects of management, curriculum, co-curriculum and greening activities. School-community (which includes students,


teachers, administrators and support staff) wide involvement encourages them to practise, appreciate and embrace environmentally friendly attributes in their way of life be it at school, home, in the community, within society and nation.

These efforts are in line with the government's aspiration of Vision 2020 towards a nation and people that achieve progress in harmony with environment. Sekolah Lestari – Environment Award Programme is desired to be the catalyst in getting schools to create a generation that protects and sustains the environment.

I wish to express my appreciation to YB Dato' Seri Law Hieng Ding, the former Minister of Science, Technology and Environment for his efforts and initiatives in commencing this Sustainable Schools – Environmental Award Programme.

I would also like to record my gratitude to all involved in helping make this programme a success.

TOWARDS NATIONAL SUSTAINABILITY



(DATO' SERI AZMI KHALID)



Message by

THE MINISTER OF EDUCATION, MALAYSIA

Environmental Education is an educational process about the environment, through the environment and for the environment. The process is to comprehend man's integration with the environment and how he works for a more sustainable environmental health ensuring his future well-being in the process. The Ministry has taken a progressive step in emphasising Environmental Education at school level. We are working towards making human and natural communities compatible and sustainable not only through direct classroom learning but through active co-curriculum participation.

Teachers as educators of the young play a pertinent role and at the Teachers' Training Colleges, the Ministry of Education has launched various programmes that equip teachers with the knowledge, skills and positive environmental values, inspiring them to care for the environment. Together, we can be sure of producing a young generation that will ensure sustainable development and create a healthier environment now and into the future.

I applaud the Department of Environment's attempt to introduce Sekolah Lestari – Environment Award Programme to create schools as prime movers in the protection and conservation of the environment.

This comprehensive approach requires total planning and involvement of the communities within a school. Sekolah Lestari – Environment Award Programme further augments the existing Environmental Education. It is my hope that the aspirations of my Ministry to attain world-class education standards in Malaysia is achieved simultaneously with us creating an education system that produces people who harmoniously co-exists with the environment.



(DATO' SRI HISHAMMUDDIN TUN HUSSEIN)



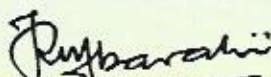
Message by
Director General of Environment

I would like to take this opportunity to express my congratulations and gratitude to all involved in the preparation of this Handbook on Establishment, Implementation and Assessment of Sekolah Lestari-Environment Award. The production of this manual would not have come to fruit without the cooperation of the relevant authorities especially the Ministry of Education, Institute for Environment and Development (LESTARI), Universiti Kebangsaan Malaysia (UKM) and World Wide Fund for Nature, Malaysia (WWFM).

This Handbook, is aimed at providing specific directions to school authorities and students in the implementation and realisation of the programme, based on four main components namely management, curriculum, co-curriculum and greening activities. The Measurable Indicators (MI) in these guidelines will help ensure an open and clear evaluation process for the certification and presentation of Sekolah Lestari-Environment Award Programme.

It is my sincere aspiration for the Sekolah Lestari-Environment Award programme to be effectively and successfully implemented hence achieving the government's aim of producing the next generation of environmentally conscious citizens.

TOWARDS SUSTAINABLE DEVELOPMENT


(HAJAH ROSNANI BT, IBARAHIM)



Message by
Director General of Education, Malaysia

The publication of the Handbook on Establishment, Implementation and Assessment of Sekolah Lestari-Environment Award is a commendable initiative as it will assist school authorities to successfully implement the programme. All schools should leap at this opportunity to participate as the components of the programme add value to the environmental educational activities currently executed.

The Ministry of Education welcomes the presentation of the Sekolah Lestari – Environment Award Programme and views it as an effective mean of emphasising environmental education in schools nationwide. These guidelines work towards a more systematic and comprehensive implementation and evaluation of the programme thus ensuring that the Sekolah Lestari – Environment Award programme is one of quality and excellence.

In conclusion, I would like to express my gratitude to the Department of Environment, Ministry of Natural Resources and Environment, the Central and the Working Committees; as well as all relevant authorities who are directly or indirectly involved in the success of this programme. It is my aspiration that the school that successfully achieves the title will sustain its efforts in churning younger generations who are deeply committed to the protection and conservation of our environment.

Wishing you success.

A stylized handwritten signature in black ink, consisting of a large loop followed by a horizontal line.

(DATO' DR. HAJI AHAMAD BIN SIPON)

1. BACKGROUND

The Sekolah Lestari (Sustainable School) – Environment Award Programme was mooted at a National Level Environmental Education Symposium for School Principals on 27-30 August 2001 in Malacca, organised by the Department of Environment, then under the Ministry of Science, Technology and Environment (MOSTE) with the cooperation of Maktab Perguruan Teknik, Ministry of Education (MOE). The Handbook of Establishment, Implementation and Assessment for the Sekolah Lestari-Environment Award were drafted and refined at various environmental workshops, taking into consideration the views expressed by representatives of government agencies, the private sector and non-governmental and community based organisations.

The publication of this document is intended to help strengthen the implementation of Environmental Education in schools. Through this noble and ambitious programme, it is hoped that good environmental stewardship values can be readily assimilated by the entire school community, starting with the Head Teacher, the entire teaching staff, the students right down to the ancillary staff as well as the surrounding local communities. Environmental knowledge, skills and values would be integrated through curriculum and co-curriculum activities.

In essence, the programme is aimed at creating a school culture geared towards environmental protection and preservation through management, commitment and infusion into curriculum, co-curriculum and greening activities. Such activities are dedicated to educating, facilitating and inspiring school communities to protect and sustain the environment, be it in schools, at home, in the community, within the society and the nation at large.

2. ASPIRATIONS

The Sekolah Lestari – Environment Award Programme is in line with the National Policy on the Environment (NPE) adopted in 2002. The NPE incorporates eight principles and seven green strategies, one of which focuses on environmental education and awareness provide an understanding of the concept of environmental well-being and sustainable development as laid down in Agenda 21 of the Rio Summit on Environment and Development. The success of environmental education and awareness initiatives is hinged on acquisition of knowledge, understanding, change of mindset and public participation. What better way to begin than through educational institutions such as schools.

3. CONCEPT

The overall concept is based on an integrated approach, involving the school community as a whole, their families, the local surrounding communities, the government, the private sector and non-governmental and community-based organisations (Figure 1). It also emphasises an integrated across-the-board approach in management, curriculum, co-curriculum and greening activities. Sekolah Lestari and shall encapsulate all current and planned environmental activities (Figure 2). It shall also serve as a centre of learning and education that can guide both the school community and society towards a sustainable future.

4. DEFINITION

The Sekolah Lestari – Environment Award initiative is an environmental education process that promotes continuous environmental values in the management, curriculum, co-curriculum and greening activities and foster sustainable communities.

Environmental Education is defined as:

“Learning to understand the interactions of man with the environment and to administer the environment intelligently and responsibly for sustainability. This process involves education about the environment, through the environment and for the environment”.

Figure 1

**Sekolah Lestari – Environment Award:
 Concept**

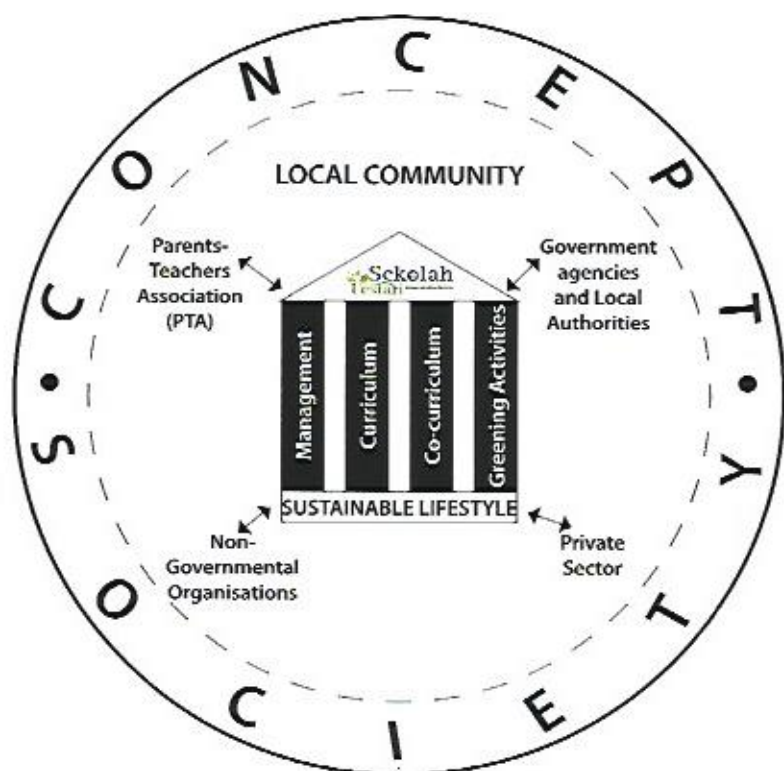


Figure 2

Sekolah Lestari – Environment Award: Co-Curriculum Environmental Activities



Note: On-going Environmental Activities in Schools

3K - Keselamatan, Kebersihan dan Keindahan (Safety, Cleanliness and Beautification)

KitS - Program Kitar Semula (Recycling Programme)

RE & EE - Renewable Energy and Energy Efficiency

5. OBJECTIVES

- a. To instil good environmental stewardship in the school community;
- b. To increase the level of awareness of the importance of environmental protection and conservation within the school community;
- c. To encourage the school community to effectively implement environmentally friendly activities;
- d. To increase environmental cooperation between schools and local communities in the neighbourhood; and
- e. To create a conducive healthy and environmentally-friendly school atmosphere for learning.

6. COMPONENTS (see Appendix I)

- Management
- Curriculum
- Co-curriculum
- Greening Activities

6.1 Management

The School Principal/Head plays the most important role in driving the development of the Sekolah Lestari Programme. This involves planning, strategising, action plan implementation, supervision, evaluation and periodic review. The support of the PTA is essential to ensure success.



Meeting between school management and the private sectors for the promotion of environmental activities in schools



Herbal Garden



Recycling Corner



*Teacher's Guide for Environmental Education across KBSR Curriculum
(Ministry of Education, Malaysia)*



*Teacher's Guide for Environmental Education across KBSM Curriculum,
(Ministry of Education, Malaysia)*

Collaboration & Cooperation between the school management, the Parents'-Teachers' Association (PTA), alumni, local community, government agencies, and non-governmental organisations are vital for the success of Sekolah Lestari. Activities are executed within the school compound such as the Office, Teachers' Room, Laboratories, Workshops, Canteen, Toilets, Waste Disposal Areas and in open areas. The 5R approach (rethink, repair, reduce, reuse and recycle) is emphasised in this context.

6.2 Curriculum

KBSR and KBSM emphasise environmental education across the curriculum. The elements of “about, through and for the environment” as well as environmental values are assimilated within the teaching and learning methods in all school subjects.

6.3 Co-curriculum

- Uniform units
- Clubs/associations
- Sports/games

The commitment and creativity of the school community are essential.

6.4 Greening Activities

Greening include not just landscaping and growing plants but also entails other environmentally friendly strategies such saving water and electricity, proper waste management as well as intelligent reusing and recycling of resources.

7. ORGANISATIONAL STRUCTURE

The organisational structure consists of steering Committee, a Coordinating Committee and three Working Committees for Guideline Development, Certification and Award, Training & Advisory Services (Figure 3).

7.1 Support System -

- Human Resources
- Infrastructure
- Training
- Promotion
- Finance
- Reference Materials



Activities on Environmental Appreciation Day



Products made of recycled materials



Environmental Awareness Posters



Greening activity



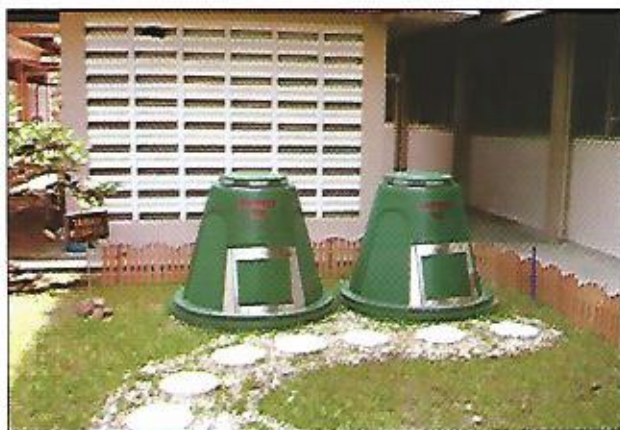
Environmental Message during School Assembly



Environmental reading materials in school canteen



Environmental Signage



Composting



Environmental Education
Weather Centre

7.2 Implementation at School Level

(Figure 4 and Figure 5)

8. CERTIFICATION AND AWARD

The initial assessment for the Sekolah Lestari – Environment Award is done at the State Level. Successful schools will receive Certificates of Commendation and will be nominated for assessment at the national level for the "Sekolah Lestari - Environment Award".

8.1 Award Criteria

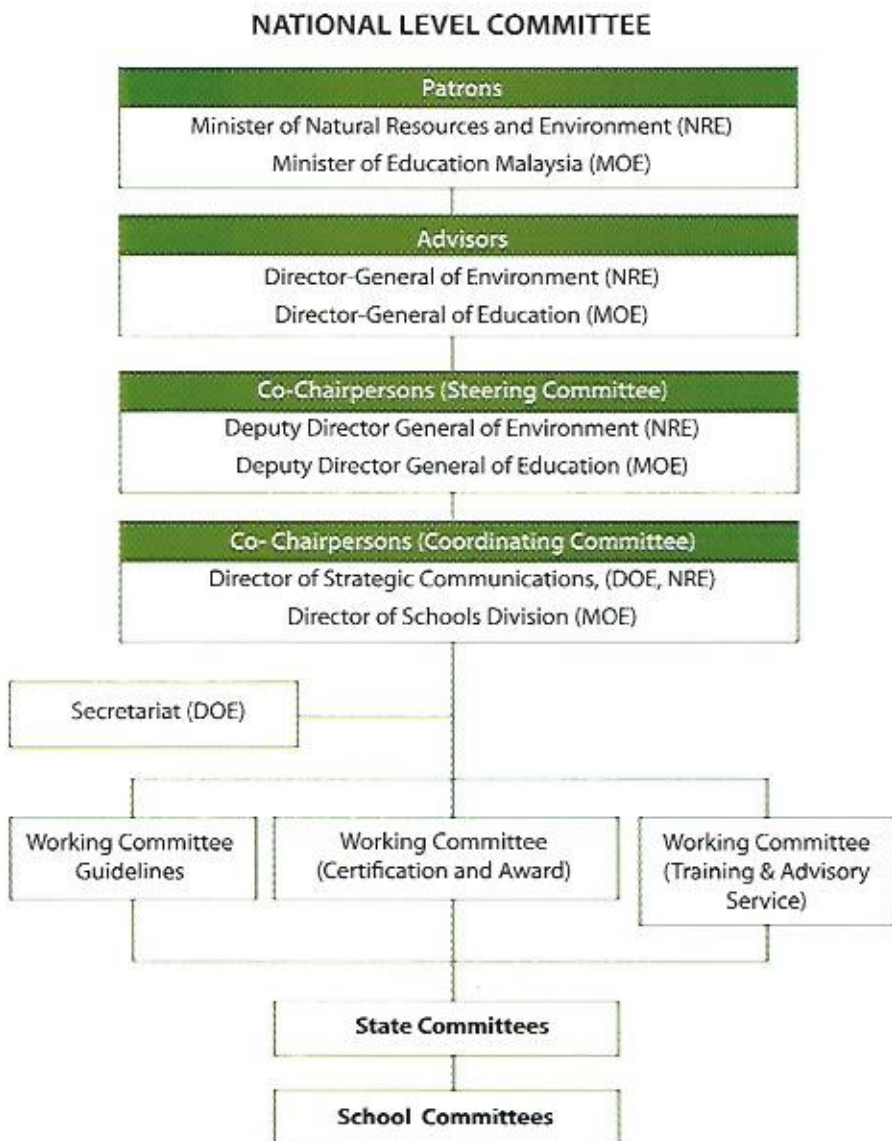
Assessment will be based on four the components : Management, Curriculum, Co-curriculum & Greening Activities. Measurable Indicators will be used in the evaluation process (Appendix II).

9. SUSTAINABILITY OF PROGRAMME

The sustainability of this programme is dependant on the commitment and active participation of all concerned. Continuing capacity development requires strategic planning and training to strengthen the implementation, evaluation and monitoring process. Networking, support, sharing of information and experience, finance and infrastructure are vital ingredients to ensure success and sustainability. Details for implementation, nomination, Certification and Award are provided in Figure 6 and Figure 7.

Figure 3

Organisation Structure



DOE – Department of Environment

MOE – Ministry of Education

NRE – Ministry of Natural Resources and Environment

Figure 4

Sekolah Lestari – Environment Award: School Level Implementation

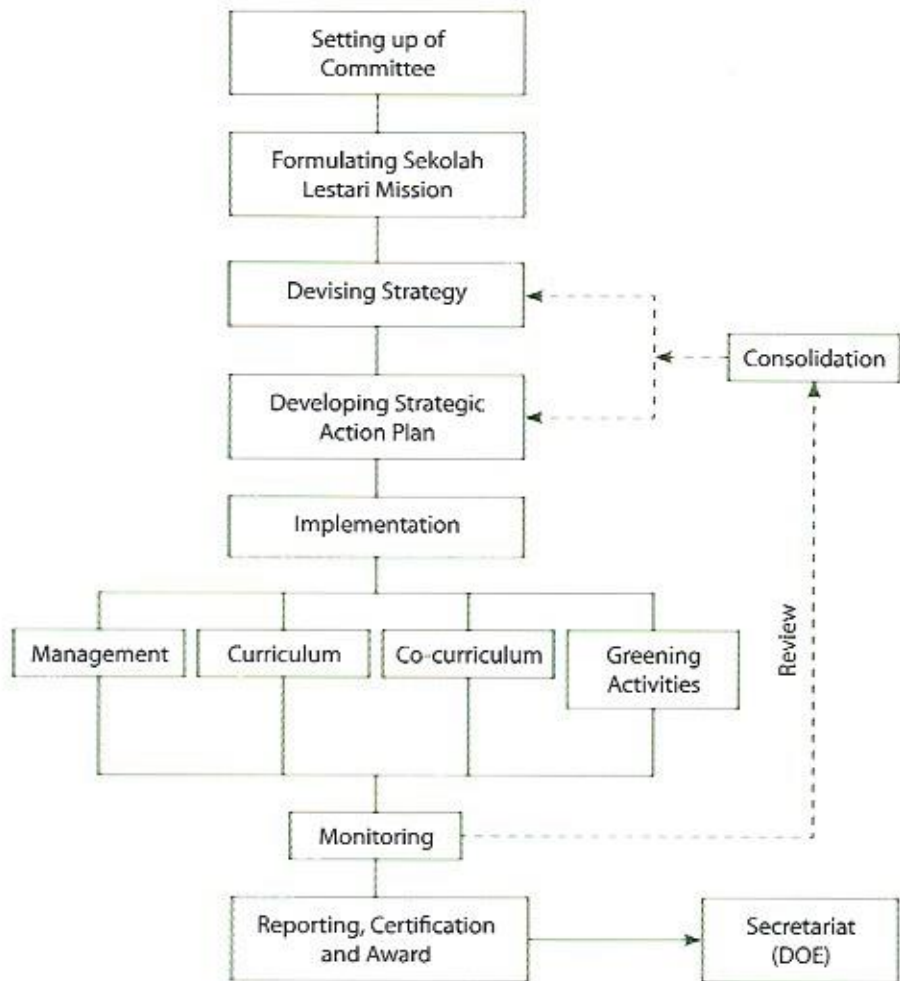


Figure 5

Organisation Chart



Figure 6

Sekolah Lestari - Environment Award Implementation Flow Chart

Level		Deadline*
School	Report Preparation	Sept 17
School	Submitting Report to Secretariat	Feb 1
Secretariat (DOE)	Vetting applications	Feb 7 – 9
Secretariat (DOE)	Vetting applications	Feb 14 – 18
State-level Judging Panel	Document-based evaluation	March 1 – April 1
State-level Judging Panel	Document-based evaluation	May 2
National Level Judging Panel	Judging based on Visits to schools (State)	May 17 – May 19
National Level Judging Panel	Judging based on Visits to schools (National)	June 1 – Aug 22
Secretariat (DOE)	Announcement	Aug 23
Secretariat (DOE)	Certification and Award Presentation	Sept 16

*Note: Subject to change – will be notified by Secretariat

Figure 7

Success Factors



Application

Official applications for participation for Sekolah Lestari – Environment Award must be made using Form ASL-1. (Appendix IV)

Rules and regulations pertaining to entry are stated in the Form.

Evaluation

STATE LEVEL

Panel of Judges appointed by State-Level Committee

NATIONAL LEVEL

Panel of Judges appointed by National-Level Committee

Evaluation Criteria

- ▶ Management
- ▶ Co-curriculum
- ▶ Greening Activities

(Refer to Appendix II page 33)

Scoring Scheme

Each Measurable Indicator will be given a Value Factor.

Certification and Award will be determined by overall score obtained from document evaluation and school visits.

(Refer to Appendix III and Appendix V, page 37 and page 45 respectively)

Certification and Award

Two categories:-

Certification at State-Level

- ▶ Primary School
- ▶ Secondary School

National-Level Award

**Sekolah Lestari - Environment Award
(for Primary Schools)**

**Sekolah Lestari - Environment Award
(for Secondary Schools)**

Features Management

- 1 Formulate vision and mission for Environmental Education, based on the National Education Philosophy.
- 2 Integrate Environmental Education into curriculum and co-curriculum activities.
- 3 Establish a Sekolah Lestari – Environment Award Committee consisting of school administrators, PTA members, teachers, support staff and students.
- 4 Cooperate with Department of Environment, the School Division, the Curriculum Development Centre, The Teachers' Training Division of the Ministry of Education and other agencies, in the implementation of environmental awareness & educational programmes.
- 5 Establish Environmental Resource Centre, and build up collection of reading reference and multimedia materials on the environment.
- 6 Establish Environment Corners in classrooms and other strategic location within the school.
- 7 Disseminate environmental - friendly messages during school assemblies.
- 8 Instill environmental values among PTA members and secure funding for environmental education and awareness activities.
- 9 Organise workshops, talks and courses on environmental issues.
Launch Environment Awareness Campaigns.
- 10 Formulate and implement school rules pertaining to environmental protection and appreciation.
- 11 Ensure canteen operators adhere to environmental-friendly and safe waste disposal practices.
- 12 Manage and supervise safe disposal of dangerous toxic wastes such as wastes from laboratories workshops/Home Economics and Living Skills activity in compliances with environmental regulations.
- 13 Supervise of implementation of environmental education across the curriculum.
- 14 Give recognition to individuals or groups within the school community that contribute and are directly active in environmental education.
- 15 Promote activities that increase environmental awareness and interactions with the local community.

Features

Curriculum

- Infuse environmental education values in everyday teaching and learning
- Implement a module for the teaching and learning of environment values across the curriculum
- Organise programmes/ workshops/ seminars on environment education for teachers

Co-Curriculum

- Implement environmental educational activities for uniform units/ clubs/associations
- Organise Environmental Awareness Campaigns
- Organise environmental themed games or sporting activities such as Green Day Run, Enviro-Hunt, Enviro-Walk, Enviro-Biking etc.
- Initiate recycling programmes

Greening Activities

- School within Garden landscaping
- Planting using organic fertilisers
- One Tree-One Student
- Planting, protection and conservation of Trees
- Labelling trees with scientific and local names
- Compost-making
- Establishment of Environmental Learning Stations
- Utilisation and Maintenance of School Fields & Open Spaces

Note : The above suggesting are guidelines and should be modified to suit individual requirements & the local situation.

Sekolah Lestari – Environment Award: Measurable Indicators for Evaluation

COMPONENTS	MEASURABLE INDICATORS
MANAGEMENT	<ul style="list-style-type: none"> ◆ Mission <ul style="list-style-type: none"> ❖ Element of environment in the mission statement ◆ Organisation <ul style="list-style-type: none"> ❖ Establish School-Level Committee for Sekolah Lestari - Environment Award (Figure 5) ❖ Meeting frequency (at least twice a year) ❖ Minutes of meeting recorded & filed ◆ Strategy and Implementation Action Plan <ul style="list-style-type: none"> ❖ Programme and Activities Plan <ul style="list-style-type: none"> ☐ Launch a programme to create awareness and better understanding ☐ Disseminate environmental messages during assemblies and via notice boards ☐ Contents, Method and Reference ☐ Initiate and Implement school environmental regulations and guidelines ☐ Acknowledgement of individuals or groups for contribution and active involvement in programme execution ❖ Learning Environment <ul style="list-style-type: none"> ☐ Create clean and conducive environment within and outside classroom ☐ Develop Environmental Information System ❖ Budget <ul style="list-style-type: none"> ☐ Budget preparation ☐ Financial Reports ❖ Networking with relevant authorities <ul style="list-style-type: none"> ☐ Establish contact and cooperate with relevant authorities outside the school for the execution of environmental educational programme ☐ Plan activities to disseminate environmental information and values to the local community

	<ul style="list-style-type: none"> ◆ Monitoring System <ul style="list-style-type: none"> ❖ Detail monitoring strategy and action plan ❖ Develop an internal auditing system ◆ Reporting System <ul style="list-style-type: none"> ❖ Prepare progress and activity reports ❖ Forward the reports to the State Level Committee
CURRICULUM	◆ Not evaluated for Certification & Assesment
CO-CURRICULUM	<p>Greening activities and projects</p> <ul style="list-style-type: none"> ◆ Awareness Project <ul style="list-style-type: none"> ❖ Working together ❖ Community Assistance ❖ Seminar ❖ Talks ❖ Celebrating Environment Day/ Earth Day ❖ Exhibition ❖ Adopt-a-Park Programme ❖ Recycling programme ❖ Organise environmental themed games or sporting activities such as Green Day Run, Enviro-Hunt, Enviro-Walk, Enviro-Bike and others ❖ Participation in activities and projects by clubs and societies ◆ Development of Environment Information System <ul style="list-style-type: none"> ❖ Information Corner ❖ Reference Materials, multimedia and websites ◆ Networking <ul style="list-style-type: none"> ❖ Between clubs and societies in school ❖ Inter-school networking ❖ Between school and the local community ❖ International Level ◆ Capacity Building <ul style="list-style-type: none"> ❖ Study Tours ❖ Camping/Expeditions/Nature Trekking ❖ Talks/Workshop/Seminars/Training for students, teachers and staff

Appendix II

	<ul style="list-style-type: none"> ❖ Participation in <ul style="list-style-type: none"> <input type="checkbox"/> Environmental-themed Debates <input type="checkbox"/> Dramas <input type="checkbox"/> Poetry <input type="checkbox"/> Art <input type="checkbox"/> Essay-writing and others ◆ Reporting System <ul style="list-style-type: none"> ❖ Report Form ❖ Notice Board ❖ Yearly Report in any of the following format <ul style="list-style-type: none"> <input type="checkbox"/> Paper <input type="checkbox"/> Websites <input type="checkbox"/> Multimedia
<p>SCHOOL GREENING</p>	<ul style="list-style-type: none"> ◆ Greening Activities <ul style="list-style-type: none"> ❖ Strategy ❖ Action Plan ❖ Implementation ❖ Results ◆ Park Management System <ul style="list-style-type: none"> ❖ Human Resource ❖ Management Plan ❖ Plant/Habitat Monitoring ◆ Garden Design <ul style="list-style-type: none"> ❖ Landscaping ❖ Cleanliness ❖ Layout ◆ Greening activities <ul style="list-style-type: none"> ❖ Planting using organic fertilisers ❖ One tree -One student programme ❖ Tree planting, protection and conservation ❖ Tree labelling (scientific and local names) ❖ Compost making ❖ Setting up learning stations ❖ Maintaining field areas

	<ul style="list-style-type: none">◆ Optimal Resource management<ul style="list-style-type: none">❖ Water saving❖ Electricity savingManagement disposable products such as paper, toners, printer cartridgesManagement office, classrooms, canteen, laboratory and workshop wastes❖ Announcements of cost-saving measures :-<ul style="list-style-type: none">□ Notices□ Notice Board□ Posters□ Announcements◆ Observation of teachers', students' and staffs' attitude towards environmental conservation◆ Organise environmental training sessions in schools◆ Organise environmental activities<ul style="list-style-type: none">❖ Debates❖ Poetry❖ Drama◆ Usage of eco-friendly products and technology<ul style="list-style-type: none">❖ Rainwater collection❖ Solar energy❖ Organic fertilisers
SUCCESS AND RECOGNITION	<ul style="list-style-type: none">◆ Success and recognition to environmentally friendly initiatives<ul style="list-style-type: none">❖ District level❖ State level❖ National level❖ International level
SPECIAL ELEMENTS	<ul style="list-style-type: none">◆ Additional marks for creativity, uniqueness and commitment◆ Additional marks for innovative venture or project that is beneficial to both the school and the local community

Sekolah Lestari – Environment Award : Scoring Scheme and Evaluation

CRITERIA	MEASURABLE INDICATORS	MAXIMUM SCORE	MI VALUE GIVEN					TOTAL SCORE
			1	2	3	4	5	
PLANNING AND MANAGEMENT	School's Commitment	10		✓				$\frac{3 \times 10}{5} = 6$
	◆ Sustainable Schools – Environmental Award Programme Implementation Organisation	10				✓		$\frac{4 \times 10}{5} = 8$
	◆ Programme Objectives	10				✓		$\frac{4 \times 10}{5} = 8$
	◆ Implementation Strategy and Action Plan ◆ Programme and Activity Planning	10			✓			$\frac{3 \times 10}{5} = 6$
	◆ Teaching and Learning Environment	10				✓		$\frac{4 \times 10}{5} = 8$
	◆ Budget preparation and report	10			✓			$\frac{3 \times 10}{5} = 6$
	◆ Establishing network with relevant authorities	10			✓			$\frac{3 \times 10}{5} = 6$
	◆ Supervisory System	10			✓			$\frac{3 \times 10}{5} = 6$
	◆ Reporting System	10					✓	$\frac{4 \times 10}{5} = 8$

Continue

CRITERIA	MEASURABLE INDICATORS	MAXIMUM SCORE	MI VALUE GIVEN					TOTAL SCORE
			1	2	3	4	5	
	<ul style="list-style-type: none"> ◆ Special Management ◆ International Affiliations ◆ External Advisory panel 	10		✓				$\frac{3 \times 10}{5} = 6$
TOTAL		100						68
GREENING ACTIVITIES								
	◆ Greening the School Strategy and Action plan	10		✓				$\frac{3 \times 10}{5} = 6$
	◆ Park Management System	10			✓			$\frac{4 \times 10}{5} = 8$
	◆ Garden Design	10				✓		$\frac{4 \times 10}{5} = 8$
	◆ Greening the school Process Implementation	30		✓				$\frac{3 \times 30}{5} = 18$
	◆ Optimal Resource Management	20				✓		$\frac{4 \times 20}{5} = 16$
	◆ Observation of teachers' students' and staffs' attitude towards conservation	10				✓		$\frac{4 \times 10}{5} = 8$
	◆ Usage of environmentally-friendly products and technology	10				✓		$\frac{4 \times 10}{5} = 8$
TOTAL		100						72

Continue

CRITERIA	MEASURABLE INDICATORS	MAXIMUM SCORE	MI VALUE GIVEN					TOTAL SCORE
			1	2	3	4	5	
CO-CURRICULUM	♦ Greening the school activities and projects conducted by clubs and associations	10					✓	$\frac{5 \times 10}{5} = 10$
	♦ Awareness Project	30			✓			$\frac{3 \times 30}{5} = 8$
	♦ Information Development	10				✓		$\frac{4 \times 10}{5} = 8$
	♦ Networking	10			✓			$\frac{3 \times 10}{5} = 6$
	♦ Capacity building	30				✓		$\frac{4 \times 30}{5} = 24$
	♦ Reporting System	10				✓		$\frac{4 \times 10}{5} = 8$
TOTAL		100						68

Continue

CRITERIA	MEASURABLE INDICATORS	MAXIMUM SCORE	M VALUE GIVEN					TOTAL SCORE
			1	2	3	4	5	
SUCCESS AND ACCOLADES	♦ School's success and recognition in environmentally-friendly approaches	20				✓		$a = \frac{(M \text{ Value given} \times \text{Maximum Score})}{5} = 16$
TOTAL	Score for this criteria contribute a total of 20 marks to the overall marks	20						16
SPECIAL ELEMENTS	Additional marks given for creativity, uniqueness and school's commitment.	10				✓		$\frac{4 \times 10}{5} = 8$
TOTAL	Score for this criteria contribute a total of 10 marks to the overall marks	10						8
MAXIMUM ACCUMULATED SCORE	Maximum accumulated score for each criteria	330						238

(Note: Marks indicated are just a guide.)

Official Entry Form ASL-1



OFFICIAL ENTRY FORM SEKOLAH LESTARI – ENVIRONMENT AWARD

EVALUATION YEAR SESSION : _____ / _____

SECTION 1 : SCHOOL DETAILS

1. Name : _____
2. Address : _____
3. Email : _____
4. Website : _____
5. Telephone : _____ 6. Fax : _____
7. No. of Students : _____ 8. No of Teachers : _____
9. No. of Support Staff : _____
10. Grade : _____
11. Area : _____ acres/hectares
12. School Category : Urban/Rural/Interior
13. Environmental accolades achieved in preceding 2 years
 - i. _____
 - ii. _____
 - iii. _____
 - iv. _____
 - v. _____

14. Contact Person :

Name : _____
Tel : _____
H/P : _____
Fax : _____
Position : _____

SECTION 2: REPORT FOR EVALUATION

Initial evaluation is based on the document handed to the Secretariat. School authorities are required to submit a report and visual evidence of the implementation and initiatives as per criteria stipulated in Appendix II of Handbook "Establishment, Implementation and Assessment".

1. **Introduction**
2. **Management Component**
3. **Greening Activities Component**
4. **Co-curriculum Component**
5. **Other matters**

Official Entry Form

SECTION 3 : CONFIRMATION

We hereby confirm participation in the Sekolah Lestari – Environment Award Programme and welcome visits by the evaluation team at appropriate time.

Applicant

 Member of School Level Committee (Coordinator)

School Chop

Date : _____

Supported by

 (Principal/Head)

(Principal/Head Chop)

Date : _____

Entry Form must be submitted to:-

Secretariat

Sekolah Lestari – Environment Award Programme

Department of Environment

Level 1, Podium 2&3, Lot 4G3, Precint 4

Federal Government Administrative Centre

62574 Putrajaya

Tel: 03-8871 2000 Fax: 03-8889 1040

Website: www.doe.gov.my

Entry Requirements

1. Open to all Primary and Secondary government assisted schools (schools that have won environmental prizes at State-level)
2. Entry must be on the official ASL-1 Form and must be completely, clearly and explicitly filled-up. Any Appendices or amendments must be endorsed by the School Principal.
3. Entry must be accompanied by a written report of not more than 50 pages (including pictures). Diagrams and Tables are encouraged. Officials have the right to request additional documents/information if needed.
Font : Times New Roman
Size : 12
Spacing : 1.5
4. All information provided must be accurate. False information will result in disqualification
5. Entry forms sent by post must reach Secretariat by the stipulated date, time and place. Proof of postage is not proof of receipt and the Secretariat bears no responsibility for lost documents.
6. Secretariat will not bear the cost of any expenses incurred during the compilation and delivery of the entry form, including any damage, partial or total loss regardless of whether the entry was successful or otherwise.
7. Successful entries for evaluation at relevant levels will receive a written notification.
8. School management must allow the appointed and authorised evaluation panel to visit the school for evaluation purposes.
9. All materials submitted with the entry forms remain the property of the Secretariat.
10. The Secretariat has the right to amend or cancel any of the requirements stated in the guidelines without prior notification.
11. Failure to adhere to these requirements can result in disqualification.
12. Evaluation panels decision is final.
13. All entry forms must be sent to:

Secretariat
Sekolah Lestari – Environment Award Programme
Department of Environment
Level 1, Podium 2&3, Lot 4G3, Precint 4
Federal Government Administrative Centre
62574 Putrajaya

Evaluation Form

SECRETARIAT'S USAGE



EVALUATION FORM SEKOLAH LESTARI – ENVIRONMENT AWARD

EVALUATION YEAR SESSION : _____ / _____

SECTION 1 : SCHOOL INFORMATION

1. Name :
2. Address :
3. Tel :
4. Fax :

SECTION 2 : EVALUATION SCORE

COMPONENTS	SCORE
Planning and Management	
Greening Activities	
Co-curriculum	
Success and Accolades	
Special Elements	
TOTAL SCORE	

Evaluation Form

SECTION 3 : REVIEW AND DECLARATION

JOINT REVIEW :

DECLARATION :

	NAME	SIGNATURE
EVALUATOR 1		
EVALUATOR 2		
EVALUATOR 3		

DATE: _____

Steering Committee

SEKOLAH LESTARI – ENVIRONMENT AWARD STEERING COMMITTEE

Co- Chairman

Deputy Director-General of Environment (Development)
Ministry of Natural Resources and Environment,

Co- Chairman

Deputy Director-General of Education Malaysia (School
Division) Ministry of Education Malaysia

Secretariat

Strategic Communications Division
Department of Environment

Members

1. Director of Strategic Communication Division, DOE
(Co-Chairman Sekolah Lestari – Environment Award
Implementation Committee)
2. Director of Schools Division, Ministry of Education (Co-
Chairman Sekolah Lestari Implementation Committee)
3. Director LESTARI, UKM
4. Secretary, Environment and Conservation Division
Ministry of Natural Resources and Environment
5. Director, Curriculum Development Centre, Ministry of
Education
6. Director, Teachers Training Division, Ministry of Education
7. Managing Director, Kualiti Alam Sdn Bhd
8. Executive Director, Business Council for Sustainable
Development Malaysia (BCSDM)
9. Chief Executive Officer, World Wide Fund for Nature,
Malaysia (WWFM)
10. Vice President, Malaysian Nature Society (MNS)
11. General Manager, UMW Toyota Malaysia Sdn Bhd
12. Managing Director, Alam Sekitar Malaysia Sdn Bhd
13. General Manager, Alam Flora Sdn Bhd

Working Committee

SEKOLAH LESTARI - ENVIRONMENT AWARD : WORKING COMMITTEE (DEVELOPMENT OF GUIDELINES)

Co-Chairman

Prof. Dr. Mazlin bin Mokhtar
Institute for Environment and Development (LESTARI)
Universiti Kebangsaan Malaysia

Co-Chairman

Encik Patrick Tan Hock Chuan
Department of Environment
Ministry of Natural Resources and Environment, Malaysia

Members

1. Encik Rosli Osman
Department of Environment
Ministry of Natural Resources and Environment, Malaysia
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Department of Environment
Ministry of Natural Resources and Environment, Malaysia
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Teacher Training Division
Ministry of Education, Malaysia
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Schools Division
Ministry of Education, Malaysia
5. Y.M. Tengku Adnan Tengku Awang
Curriculum Development Centre
Ministry of Education, Malaysia
6. Puan Aizatul Adzwa Mohd Basri
Curriculum Development Centre
Ministry of Education, Malaysia

7. Puan Hajah Salmah Sheikh Brix
Social Research Unit
Maktab Perguruan Teknik
Cheras, Kuala Lumpur
8. Cik Jennifer Duraisingham
Communications and Environmental Department
Tetra Pak (Malaysia) Sdn Bhd
9. Puan Noraini Hashim
BP Malaysia Sdn Bhd
Kuala Lumpur
10. Encik Thiagarajan Nadeson
World Wide Fund for Nature Malaysia (WWFM)
Kuala Lumpur
11. Puan Sarah Aziz Abdul Ghani
Institute for Environment and Development (LESTARI)
Universiti Kebangsaan Malaysia
12. Encik Shaharudin Idrus
Institute for Environment and Development (LESTARI)
Universiti Kebangsaan Malaysia
13. Encik Ahmad Fariz Hj. Mohamed
Institute for Environment and Development (LESTARI)
Universiti Kebangsaan Malaysia
14. Encik Hafizan Hj. Juahir
Institute for Environment and Development (LESTARI)
Universiti Kebangsaan Malaysia
15. Encik Mashudi Bin Kailani
District Education Office
Hulu Langat, Selangor Darul Ehsan

**OUR APPRECIATION TO ALL WHO
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OF THIS DOCUMENT.**

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