



School Garden Master Plan

Developed by the Paris Independent School District
School Garden Task Force in partnership with the
Kentucky Environmental Education Council.

October, 2012



FOUNDATION FOR A
**HEALTHY
KENTUCKY**

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School Garden Task Force

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Middle School Students: Connor Brady, Andrea Ewalt, Brejaya Johnson

High School Students: Michael Regard, Cassandra Tucker, Gwendolyn Roberts

Teachers: Stephen McCauley (Jobs for KY Graduates, Fitness), Evan Duszynski (Science), Kelley Crain (1st Grade)

Paris Independent Staff: Leslie Spears (21st Century Community Learning Center), Jo Ann George (Nutrition Director), Elizabeth Steiner (Family Resource Youth Services Center), Jan Sims (Food Service—Fruits and Vegetables), Kenneth Smoot “Smooty” (Custodian)

Superintendent Gary Wiseman

School Board Member Sharon Fields



Photo Credit: Liz Yeizer

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Photo Credit: Liz Yeizer

May 16, 2012

Superintendent Gary Wiseman leads the School Garden Task Force in a ribbon cutting ceremony to commemorate the expansion of the garden.

One of the overarching concepts of establishing an outdoor classroom and expanding the school garden area was to emphasize to students and teachers that students can and should be able to learn anywhere. We need to strengthen our focus on engaging students in learning outside of the four walls of the traditional classroom.

There are other benefits as well:

- Having students engaged in conversation concerning the environment and the impact we all have.
- Having students engaged in decision-making processes of what to plant in the garden based on their own interests and research.
- Having students take ownership and pride in creating a living-changing-lasting area of the school campus.
- Having students engaged in physical activity when working in the garden.
- Having students understand the process of how food gets to their table.
- Having students engaged in the concept of “giving back” by donating excess garden produce to families in the local community.

This outdoor classroom and garden will grow into an area that will engage multiple student interests whether in tending vegetables, creating native plant and flower areas, or creating works of art within the garden. Our goal is to remove barriers that prohibit active engagement in the garden and create an area that will be valued and used by both students and staff.

Sincerely,

Gary Wiseman

Defining Success

The School Garden Task Force brainstormed a list of potential indicators for success of the garden and outdoor classroom. The list on the following pages was selected from these ideas.

It is recommended that each year the School Garden Advisory Committee select one or more indicators from each benchmark and report to the school board on progress made toward achieving these benchmarks. The committee will need to decide the best means of measuring progress—some of the benchmarks will be easy to measure quantitatively, and others may be more qualitative in nature. Some of these benchmarks may not be measurable at this time.

The district should make a coordinated effort to collect data on use of the garden and outdoor classroom throughout the year. A garden roster / sign in sheet could help the administration collect information on the numbers of teachers and students using the space. The number of students, duration of use, and a description of the activities undertaken that day should be recorded.

Benchmark 1: Student Engagement

Indicator 1.1: Improved attendance on planned garden activity and outdoor classroom days.

Indicator 1.2: Fewer behavioral write ups.

Indicator 1.3: More students turning in assignments.



Photo Credit: Liz Yeizer

Benchmark 2: Student Nutrition

Indicator 2.1: Increased fruit and vegetable consumption by students.

Indicator 2.2: Increased volume of produce from school garden used in the cafeteria.

Indicator 2.3: Students trying new foods, and participation in cafeteria and garden taste tests.

Indicator 2.4: Food baskets distributed through the Family Resource Center.

Benchmark 3: Student Health

Indicator 3.1: More time spent outdoors.

Indicator 3.2: Choosing healthier foods at lunch.

Indicator 3.3: Increased physical activity (i.e. gardening).

Indicator 3.4: Increased participation in sports.

Indicator 3.5: Lower rates of Type II Diabetes.

Indicator 3.6: Reduced overweight / obesity levels / BMI.

Indicator 3.7: Reduced rates of asthma.

Benchmark 4: Teachers and Students Using the Outdoor Classroom

Indicator 4.1: Track number of students using space and subject area being taught with a sign in sheet.

Indicator 4.2: Survey teachers and students at each school to document and track use of the garden and outdoor classroom.

Indicator 4.3: Annual teacher professional development training.



Photo Credit: Liz Yeizer

Advisory Committee

Each year, the Superintendent will establish a School Garden Advisory Committee. The Committee should include the following stakeholders:

1. Superintendent
2. A principal
3. 21st Century Community Learning Center Director
4. School Facilities Staff
5. School Nutrition Director
6. Family Resource & Youth Service Center Staff
7. Team Lead from the Elementary School
8. Team Lead from the Middle School
9. Team Lead from the High School
10. One to two students each from the elementary, middle, and high school for a total of up to six students
11. Community partners as invited (i.e. Farmer's Market representative, UK Extension, KY Department of Agriculture staff, etc.)

This will make the total committee consist of between 16—20 members. The School Garden and Outdoor Classroom Advisory Committee will meet at a minimum twice per year (once at the beginning of the school year in the fall, and once in the spring). The Committee will meet additionally as requested by the Advisory Committee Chair. The Committee Chair will be the Superintendent or a designee. The Superintendent will name a co-chair.

The committee will use the blank month-by-month garden planner (Appendix A) to plan the garden year.

Safety in the School Garden / Outdoor Classroom

- Students must always be accompanied by an adult.
- Students must wear close-toed shoes and appropriate clothing.
- A first aid kit will be located in the tool shed.
- Students should be provided sun screen, bug repellent, and drinking water as needed.
- Before taking a class to the garden, the teacher should check with students about allergies to plants, animals (i.e. bees), and take appropriate precautions. Students in elementary school should have parental permission slips that list allergies. This should include food, environmental and insects.
- Students should check with a staff member before eating produce out of the garden.
- Students should always stay on the path that is mulched when possible.
- Students should be shown the difference between weeds, poisonous plants and vegetable and fruit plants. If the teacher or group leader is unsure which is which, they can request a tour from a member of the School Garden Advisory Committee.
- No non-organic pesticides or herbicides can be used in the garden. Weeds will be controlled by hand pulling and weeding implements.
- Teachers should discuss garden rules and tool safety rules with students before entering the garden, before/after handing out tools, etc.
- Staff should establish physical boundaries, a meeting place, and a signal for the groups to come back together. (i.e. ring a bell, caw like a crow, etc.)
- Staff should point out any dangerous areas (i.e. poison ivy) before students start working in the garden.
- If a student does not follow the rules, they will not be allowed to work in the garden.

Things students should be told before they go into the garden:

Garden Rules

- Close-toed shoes are a must (required) when working in the garden. Close-toed shoes are not required for classes that are ONLY using the outdoor classroom.
- No running in the garden.
- Please do not walk in the garden beds.
- Do not litter in the garden.

Tool Safety

- Walk with tools carried blade side down (no running with tools).
- Do not carry tools on your back or swing tools.
- Do not leave tools in the garden; clean them before returning them to the shed using water and a scrub brush.
- All tools must be returned to the proper place (in the garden shed).

Poisonous Plants

- Teachers and students need to know what plants could be harmful and be able to identify them (poison ivy and sumac).
- Native plants like poison ivy will pop up in the garden, and every effort will be made to ensure that they are labeled and/or eliminated.
- Students should also be aware of what parts of the vegetable/fruits are safe or poisonous. For example: Rhubarb leaves are toxic, but the stems are edible.

Garden Tools

- All garden tools are marked Paris Garden and are kept in the storage shed.
- The shed is to be kept locked at all times.
- There is a sign out sheet on the door of the shed to sign tools in and out.
- Tools must be kept clean by those using them—please wash all tools before returning to the shed. They rust when they are put away dirty.
- Gloves and aprons for working in the garden are kept in the storage shed with the tools.
 - ⇒ Gloves will be laundered as needed. There will be a dirty hamper for the gloves and aprons.
 - ⇒ Aprons will be in the garden shed to keep clothing clean. They will be washed as needed.
 - ⇒ Rubber boots will also be available for student and teacher use.

Using Garden Tools

- Staff should closely monitor students using sharp tools.
- Students who are using the tools need to stay a safe distance away from other students.
- Students should not be allowed to run and play with garden tools.
- Any long handled tool should be leaning up against something when it is not being used. Never lay a rake or shovel on the ground. Tines should be facing inward/ away from students.
- Students and staff should monitor the garden for any tripping hazards (hoses, etc.).
- Use tools that are appropriate for the size of the students.

Scheduling Classes for the Outdoor Classroom

Contact 21st Century Community Learning Center (CCLC) to schedule use of the outdoor classroom.

- Pick up tackle box with storage building key from 21st CCLC office
- If 21st CCLC is not available go to Family Resource Youth Service Center to get tackle box and storage building key
- Inside the storage building there will be a whiteboard and markers, tools, gloves, aprons, First Aid kit, etc.
- No more than two classes or groups can be scheduled at one time, any exceptions must be cleared by the scheduler (21st CCLC).

Dress Code in the Garden

- When teachers book the school garden or outdoor classroom in advance AND take their classes to the school garden or outdoor classroom, both students and teacher are allowed to wear jeans, appropriate t-shirts, and tennis shoes for that day.
- Students and staff must always wear close-toed shoes in the garden.
- Classes in the outdoor classroom ONLY (no tools in hand) can wear open-toed shoes.

Upon leaving the garden

- Both staff and students must always wash their hands.

Professional Development

- The District Professional Development Coordinator will arrange for an outdoor classroom professional development workshop for staff once per year. For example, the training could include basic safety and sign up protocols, along with a curriculum training, such as Project WILD, Project Food, Land, and People, etc.
- The 21st Century Learning Center Director will arrange a brief training for facilities staff. During this training, Facilities Staff will:
 - ⇒ Conduct a walk through of the garden to learn what can and cannot be mowed or weeded.
 - ⇒ Learn about garden and outdoor classroom pest control policies.

Keeping the Produce Pesticide Free

- In our effort to become certified organic, we will use only organic-approved (i.e. OMRI Certified) pesticides or fertilizer.
- The Garden Team will only purchase and use items that are considered organic in the garden.
- All organic pesticides will be stored in their original container. Pesticides will be kept in a locked room. Students should not be around any pesticides that are being mixed or applied.

Summer Maintenance

- When summer camp is in session the students and camp staff will oversee the upkeep of the garden.
- If the summer camps are no longer run in the Paris district, the management of the garden during summer will be turned over to the facility staff.
- Facility staff may elect to use low risk inmates from our regional jail facility.

Garden Financial Sustainability

- Seeds from the produce will be kept and dried from year to year to be replanted.
- Before planting the garden, the Garden Advisory Committee will meet to determine what produce will be grown during the upcoming season.
- The herb garden will be tended by all students and will produce kitchen herbs for use by students and staff, including cafeteria staff, as needed.
- A garden checking account has been set up. The monies in this account will be put back into the garden each year.
- The cafeteria will be billed at the end of each month (as necessary) for food purchased from the school garden.
- The Garden Advisory Committee will contact the Farmers Market (FM) to offer food for sale if there is overflow of produce. A vendor form through the FM will need to be filled out before produce is brought to and sold at the FM. The FM will take the produce and sell it at no cost for the Paris Schools Garden and/or when possible it will use the produce for the FM community supported agriculture (CSA) baskets. The Farmer's Market will mail a check to the school at the end of each month during which school produce is sold to the market.
- Produce overflow will also be used to support our school families in need. These families will be identified by the Family Resource Youth Service Center (FRYSC) director and coordinator. Extra produce will be delivered to the FRYSC director for distribution.

Policies and Procedures on Harvesting Produce

- Only clean containers that are made specifically to safely hold food should be used. Examples include paper and plastic grocery bags, colanders, plastic kitchen bowls, and food grade buckets. No food will be harvested in any containers that have held pesticides or household cleaners.
- Students and staff must always wash hands before and after picking the produce.
- If gloves are used, make certain that they are clean and have not been used to pull weeds or compost.
- Shake off any debris before placing the produce into a container or taking produce to the cafeteria or the FM.

Kentucky Green and Healthy Schools Program (KGHS)

- KGHS is an inquiry and project-based program. Students explore various categories and implement school improvement projects to make the school healthier or more sustainable in that category.
- Each school is already a member of the KGHS program. Student teams completed inventories for the Green Spaces category and completed projects in the garden to become Candidate level schools in 2012.
- Students and staff were recognized for their achievements at the KGHS Summit in May 2012. KGHS was pleased to recognize the district with the second ever “District-Wide Enrollment” award at the event.
- The KGHS program can serve as a framework for additional student garden and outdoor classroom projects. Students and teachers can be recognized for their work in multiple categories through the program. After each school completes all nine categories of the program, it becomes an Official Green and Healthy School.

The Monthly garden planner will serve as a tool for year-round garden planning and implementation. The School Garden Advisory Committee will use the planner to guide the development of the garden, from spring through winter. The template begins on page 20.

This section will describe the Average Monthly Weather Statistics for Paris, Kentucky. Students can research and fill in these facts.

Average High Temperature:

Average Low Temperature:

Record High Temperature:

Record Low Temperature:

Average Monthly Precipitation:

Record High Precipitation:

Record Low Precipitation:

Average Day Length:

Cafeteria: This section is for any notes that the cafeteria staff might need.

Organic: This section is for keeping notes related to making sure the garden meets the USDA organic standard.

General Notes: This is a great place to note anything that doesn't fit anywhere else on this template.

Planting: Here you can list what plants you intend to plant this month, companion plants to put together, and any special notes about how to germinate or care for the plants.

Harvesting: Note what you expect to harvest this month. This section will also help the cafeteria staff plan their menu. List any special instructions for the crops you will harvest—how you know they are ready, special care to be taken when they are harvested, etc.

Maintenance: This section is to help students, teachers, and maintenance staff keep up with the garden. List what needs to be weeded, how to handle common plant pests, how often to water, etc.

August Weather Statistics for Paris, Kentucky

Average High Temperature:

Average Low Temperature:

Record High Temperature:

Record Low Temperature:

Average Monthly Precipitation:

Record High Precipitation:

Record Low Precipitation:

Average Day Length:

Cafeteria:

Organic:

General Notes:

Planting:

Harvesting:

Maintenance:

September Weather Statistics for Paris, Kentucky

Average High Temperature:

Average Low Temperature:

Record High Temperature:

Record Low Temperature:

Average Monthly Precipitation:

Record High Precipitation:

Record Low Precipitation:

Average Day Length:

General Notes:

Planting:

Harvesting:

Maintenance:

October Weather Statistics for Paris, Kentucky

Average High Temperature:

Average Low Temperature:

Record High Temperature:

Record Low Temperature:

Average Monthly Precipitation:

Record High Precipitation:

Record Low Precipitation:

Average Day Length:

General Notes:

Planting:

Harvesting:

Maintenance:

November Weather Statistics for Paris, Kentucky

Average High Temperature:

Average Low Temperature:

Record High Temperature:

Record Low Temperature:

Average Monthly Precipitation:

Record High Precipitation:

Record Low Precipitation:

Average Day Length:

General Notes:

Planting:

Harvesting:

Maintenance:

December Weather Statistics for Paris, Kentucky

Average High Temperature:

Average Low Temperature:

Record High Temperature:

Record Low Temperature:

Average Monthly Precipitation:

Record High Precipitation:

Record Low Precipitation:

Average Day Length:

General Notes:

Planting:

Harvesting:

Maintenance:

January Weather Statistics for Paris, Kentucky

Average High Temperature:

Average Low Temperature:

Record High Temperature:

Record Low Temperature:

Average Monthly Precipitation:

Record High Precipitation:

Record Low Precipitation:

Average Day Length:

General Notes:

Planting:

Harvesting:

Maintenance:

February Weather Statistics for Paris, Kentucky

Average High Temperature:

Average Low Temperature:

Record High Temperature:

Record Low Temperature:

Average Monthly Precipitation:

Record High Precipitation:

Record Low Precipitation:

Average Day Length:

General Notes:

Planting:

Harvesting:

Maintenance:

March Weather Statistics for Paris, Kentucky

Average High Temperature:

Average Low Temperature:

Record High Temperature:

Record Low Temperature:

Average Monthly Precipitation:

Record High Precipitation:

Record Low Precipitation:

Average Day Length:

General Notes:

Planting:

Harvesting:

Maintenance:

April Weather Statistics for Paris, Kentucky

Average High Temperature:

Average Low Temperature:

Record High Temperature:

Record Low Temperature:

Average Monthly Precipitation:

Record High Precipitation:

Record Low Precipitation:

Average Day Length:

General Notes:

Planting:

Harvesting:

Maintenance:

May Weather Statistics for Paris, Kentucky

Average High Temperature:

Average Low Temperature:

Record High Temperature:

Record Low Temperature:

Average Monthly Precipitation:

Record High Precipitation:

Record Low Precipitation:

Average Day Length:

General Notes:

Planting:

Harvesting:

Maintenance:

June Weather Statistics for Paris, Kentucky

Average High Temperature:

Average Low Temperature:

Record High Temperature:

Record Low Temperature:

Average Monthly Precipitation:

Record High Precipitation:

Record Low Precipitation:

Average Day Length:

General Notes:

Planting:

Harvesting:

Maintenance:

July Weather Statistics for Paris, Kentucky

Average High Temperature:

Average Low Temperature:

Record High Temperature:

Record Low Temperature:

Average Monthly Precipitation:

Record High Precipitation:

Record Low Precipitation:

Average Day Length:

General Notes:

Planting:

Harvesting:

Maintenance:

Additional Information:



Memorandum of Understanding

This MOU is between _____ (school name) Nutrition Program and _____ (county name) County Future Farmers of America (FFA) Chapter/ Agriculture (AG) Education Department agreeing upon the purchase of _____ (type of produce) at a price of fair market value determined by USDA daily price quote for produce listed in the current USDA Market News and/or quotes from local growers.

The product will be available _____ - _____.

Product will reach maturity prior to harvesting and picked on the day of delivery when possible. Product will be delivered on the day of harvest to the _____. The _____ will provide a schedule of harvest and delivery to the school nutrition director.

The school cafeteria/FFA/AG Ed will provide _____ containers for transport and storage and will maintain the sanitation necessary of the containers.

Check off all that apply and attach a copy of documentation/certificate:

- Good Agricultural Practices (GAP) education training documentation for _____ County FFA Chapter must be provided.
- GAP plan and related materials on file with FFA/AG education office.
- KY Proud membership certificate (if applicable).
- Liability Insurance: _____ County Board of Education.

An Hazard Analysis and Critical Control Points (HACCP) plan must be on file at all schools.

Invoice must be provided and signed by both parties. Payment will be made by _____ . Price will be based on _____ (units) [_____ (units) per case].

Signature School Nutrition Director _____

Signature FFA Advisor _____

Signature Finance Officer _____

Date: _____



Photo Credit: Merin Roseman

