School Garden and Greenhouse

Operating Manual and Required Procedures

2012

JEFFCO PUBLIC SCHOOLS

Building Bright Futures

This document applies to all gardens and green houses on Jeffco School grounds. Jeffco Public Schools <u>requires</u> that schools follow and abide by the guidelines and requirements outlined in this document.

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Section I:
Overview and General Guidance

A. Introduction

School gardens provide a hands-on learning experience and living classroom for schools. Researchers show that gardeners consume more of the daily recommended fruits and vegetables and obtain increased amounts of physical activity and decreased sedentary time.

Deadlines

This document must be reviewed, and the Garden Proposal and Agreement, along with the Facilities Modification Form submitted by January 15th for a garden to be considered for approval for the proposed gardening/planting season.

Schools that already have a garden in place as of April 2nd 2012 have until September 30th 2012 to come into compliance with this document's requirements, including submission of the Garden Proposal form and required signatures (with note that garden is already in place).

This document applies to all gardens and greenhouses on Jeffco School grounds. These guidelines intend to ensure that Jeffco Public Schools facilities comply with District policies, applicable building codes and that they are safe, reliable and maintainable. Jeffco Public Schools require that schools follow and abide by the guidelines and requirements outlined in this document. Failure to do so may result in the closing of the school's garden permanently.

Thank you to the Denver School Garden Coalition for guidance in this process and for the use of wording and sections from the Coalition's *Garden Operating Manual* developed for Denver Public Schools.

Definitions

- **Garden**: A defined area for growing ornamental plants or vegetables**. There are two general types of school gardens:**
    - **School-only garden**: plots are for the school and do not allow outside gardeners/families to grow their own food there.
    - **School-based community garden:** plots are for both the school and outside gardeners/families, typically for a fee. If the school chooses this model, it MUST have a contract with a community garden partner such as DUG if doing a community garden on a school site.
- **School**: The actual school site with or planning a garden
- **District**: Jeffco Public Schools
- **Volunteer**: Any individuals who are not students or staff of the school district
- **Community Gardener**: Anyone paying for a garden plot in a school-based community garden
- **Community Garden Partner**: Garden-related entity specializing in school gardens or gardening techniques (master gardeners, Denver Urban Garden, Slow Food, etc)
- **Sponsor/Oversight Group:** The school, unless the garden is partnering with an outside entity for a school-based community garden, in which case the sponsor/oversight group is the outside entity

Guiding Principles for School Garden Programs

1. School gardens are spaces for “hands-on” education, incorporating the full cycle of learning associated with healthy food - from growing to nutrition to cooking and eating.

2. School garden programs are designed to involve teachers and support their multi-disciplinary curriculum primarily in the subjects of science and social studies, while also promoting self-growth and a respect for diversity.

3. Student education, rather than food production, is the primary purpose of a school garden program.

4. Community involvement from the school administration, parents and neighborhood volunteers is essential to the function and sustainability of a school garden program and its inclusion into the day-to-day culture of the school.

5. School gardens are “outdoor classrooms” which utilize the grounds of the school to expand learning and stewardship opportunities for students without having to leave the school site.

6. School gardens are engaging spaces for children to develop both a respect and a nurturing relationship with nature and their community.

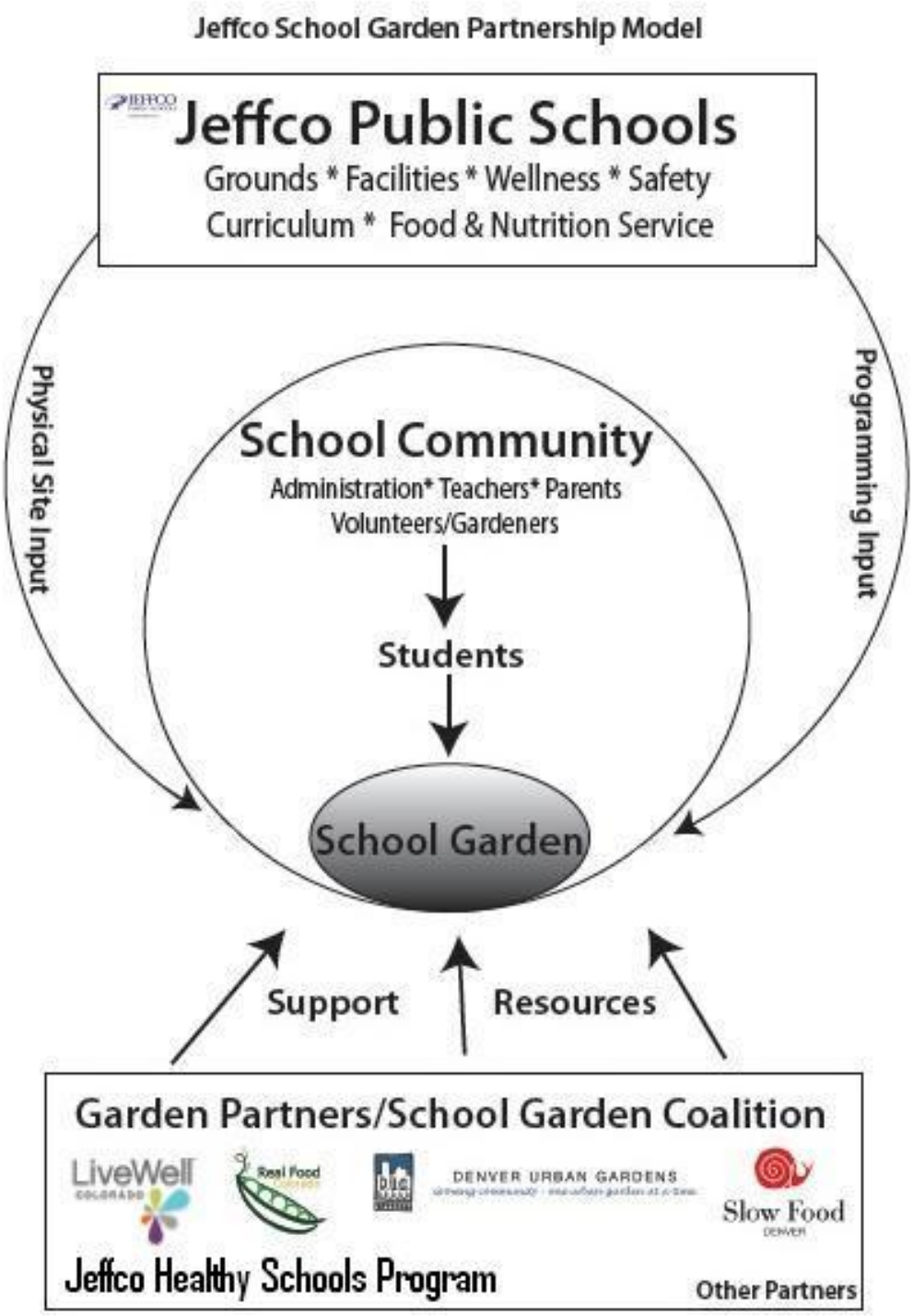
7. School gardens should model environmental stewardship and sustainability, while emphasizing the importance of seasonality to these concepts.

8. Students should be provided with simple and culturally relevant take home messages and practical skills to put what they’ve learned into practice at home.

9. School gardens and programs should serve as training spaces and models for others interested in developing a similar program at their neighborhood school.

10. School garden programs are inclusive by design, promoting a respect for all backgrounds and points of-view, and providing each student involved with an opportunity to participate.

B. Partnership Model



C. Checklist

School-Level

- ☐ Principal approval, Community Superintendent signature, and submission of **New Garden Proposal Form** to Facilities Planning and Design
  (to be turned in by January 1st for consideration of upcoming gardening season)
- ☐ On-sight administrator identified as the sponsor
- ☐ **Review Facilities Modification Form** (for early understanding of expectations; must be turned in before January 15th for consideration of upcoming gardening season).

Meetings Round 1: Exploration, confirming interest, partners and support

Attendees: ☐garden team leader(s), ☐administrator, ☐facilities representative, ☐garden organization representative (Slow Food, Denver Urban Gardens, etc)

At the meeting:

- ☐ Assign two garden co-leaders (parents, staff, community members, etc)
- ☐ Choose Garden Type (school-based community or school-only) MUST have contract with community partner such as DUG if doing a community garden on a school site.
- ☐ Discuss potential programs (see menu of programs on pg 9)

School Based Community Garden-related steps:

- ☐ School **must** partner with a community garden organization such as Denver Urban Gardens.
- ☐ Submit application to community garden organization (if applicable)
- ☐ Engage community (master gardeners, city and parks planners, neighborhood associations, local farmers, garden organizations, non-profit organizations, etc)
- ☐ Secure community input and support via at least one community garden meeting
- ☐ Complete required contracts/agreements paperwork as applicable.

Meetings Round 2: Site locations, Facilities approvals, planning

Attendees: ☐garden team leader(s), ☐administrator, ☐facilities representative, ☐garden organization representative

- ☐ **Submit Facilities Modification Approval Form**
- ☐ Drawing/Map with project's location on school site: include site's master plan and identify all potential garden phases
- ☐ The school calls Maintenance Dispatch at 303.982.2245 or 303.982.2242 to initiate a work order for oversight.
- ☐ The school will receive information from the Facilities Information Center including guidelines for site managed projects and District policies
- ☐ Site Visit and Initial approval request from Maintenance

Ongoing meetings: Planning, fundraising, programming, etc

Attendees: ☐garden team leader(s), ☐facilities representative, ☐garden organization representative (Slow Food, Denver Urban Gardens, etc) ☐Add additional team members: community members (master gardeners, farm owners, etc) students, parents, teachers.

- ☐ Develop school break/summer maintenance plan
- ☐ Garden team leader succession plan in place

District Level

Facilities and Construction Requirements

- ☐ Final approval from Facilities (after Garden approval form and Facilities Modification approved)
- ☐ Soil Test completed and copy sent to district Facilities Environmental Health (see soil test section in Site Considerations)
- ☐ Storm water management plan as recommended by facilities.
- ☐ Compliance with Exterior Standards for Irrigation, Fencing, Planting, ADA access, Benches, Shade Structures
- ☐ The maintenance administrative staff will review the documentation and consider the project's approval. Upon approval, Facilities Management will notify the school and make the work order available for scheduling.
- ☐ When the school receives approval notification, they should verify the intended installation schedule. If the project is not approved the on-site administrator will receive a written explanation for non-approval.

Pre-Construction

- ☐ **Pre-Construction Meeting** must occur prior to building the garden
  Attendees: District Project Manager (from facilities), team leader, principal, garden organization representative, community representative.
- ☐ Locate utilities for any underground digging
- ☐ Plumbing permits and inspections
- ☐ Outside labor requirements:
  - Licenses
  - Liability insurance
  - Listing Jeffco Schools as an additional insured and workman's comp insurance
- ☐ Prior to starting work, inform the appropriate group leader(s) of the work schedule.

Required Paperwork: Found in Appendix of Garden Operating Manual

- ☐ Garden Proposal and Agreement Form
- ☐ Facilities Modification Approval Form
- ☐ Building and Facilities Use Request Form
- ☐ Student Release Form (for all students participating in garden-related activities)
- ☐ Volunteer Release Form (every adult working in the garden must sign a release)

Additional Requirements for school-based community gardens

- ☐ Agreement between community gardening partner and school (form to be developed on a site-by-site basis)
- ☐ Memo of Understanding between municipality and school/district (if applicable, work with district Planning Dept to develop, on a site-by-site basis)
- ☐ Application for community garden plot (required for all community gardeners, work with community garden partner to develop, if applicable)
- ☐ All community gardeners MUST complete a "Quick Check" Criminal Background Check. The garden team is in charge of paying for and running this check. The link for the check is: https://www.cbirecordscheck.com/Index.aspx

Funding Paperwork

- ☐ Intent to Apply for Grants (required if applying for grants)
- ☐ Gift/Donation Paperwork (if applicable)

D. School Garden-Related Programs

Each school garden program is designed to meet the unique needs of its school community. Depending on the site, the garden team and partners will work with the school community to develop garden programming. The following are programs that a school community may consider when deciding how to incorporate the garden into the culture and programs of the school.

Curriculum – Seasonal, standards-based youth curriculum is an essential piece to providing extraordinary support for teachers and volunteers utilizing school gardens. Denver Urban Gardens (DUG) and Slow Food Denver (SFD) offer complementary sets of school garden curriculum that are free and available for teachers and volunteers to access. Denver Urban Gardens' curriculum is largely focused on the science of gardens and nutrition, incorporating botany, horticulture, and the nutrients our bodies need to be healthy. Slow Food Denver's lesson plans are geared toward taste education and healthy cooking, creating dishes that are tasty and nutritious, in addition to lessons in the cultural history of the foods we eat. Together, they provide educators and volunteers with a wide variety of resources in support of the school standards that can be easily incorporated into daily lesson plans, afterschool programs or extracurricular activities.

Youth Farmers' Markets – Schools can coordinate summer youth-run farmers' markets to bridge the school year and to provide additional opportunities for learning. The youth markets offer healthy food to communities, promote nutrition, demonstrate healthy meal preparation in partnership with local chefs and community members, and develop community capacity and leadership. Schools typically hold anywhere from 1-16 markets between July-October, either afterschool or on a weekend.

Afterschool Garden Clubs – Partnering with afterschool program providers is a great way to get a smaller group of students in the garden or working on garden-related projects on a regular basis. Most groups meet once or twice a week in the spring and/or fall, using garden-related curriculum as the foundation for learning. The Junior Master Gardening program or other programs that collaborate with local farms are perfect opportunities in your community. The Youth Farmers' Markets programs are often times operated by students from the school garden club.

Summer Garden Clubs – Participating in the complete growing season through spring, summer and fall, deepens the educational experience for students. This allows the youth to follow the entire seed to harvest experience, along with making sure the garden is cared for during the summer months. Partner with existing summer programs or, if funds allow, create a new summer program that focuses on the care of the garden. Most groups meet once a week starting in June.

Seed to Table (STT) School Food Program – Slow Food Denver's program creates meaningful relationships between young people and food in order to transform the school food system. By placing an emphasis on hands-on experiences, community interaction, and the pleasures of the table, STT projects help to strengthen the food communities of tomorrow by engaging youth today. Schools are able to teach students where their food comes from, how to prepare it, who grows it, the importance of food choices and the pleasure of sharing with friends and family.

Connecting Generations – Denver Urban Gardens' intergenerational mentoring program bridges the school and community by bringing older adult community volunteers into the school to support garden-

related programming. The goals of this program are to: strengthen school-based programming around gardens; support teachers and increase use of gardens year-round; support school science curriculum and improve academic achievement; improve the nutritional health and well-being of both the children and older adults; increase fruit and vegetable intake and physical activity; and strengthen social networks in the school community. Connecting Generations provides a solid base of trained, committed volunteers that assist in many tasks such as supporting teachers when taking their kids out to the garden, facilitating and supporting afterschool or summer programs, and caring for the garden during the summer.

Helping Kids Get Healthy: A Workshop Series For Youth Educators – Denver Urban Gardens offers a seasonal workshop series designed for teachers and volunteers who work in youth education programs and focus on nutrition and gardening. In these train-the-trainer workshops, participants learn the basics of teaching gardening and nutrition to their elementary-age students. Workshops are offered every other month, and each workshop highlights two unique, seasonal lessons from DUG's School Garden and Nutrition Curriculum.

"Backpack" Programs - Schools can team up with local food banks or Rotary Clubs to send home bags of produce from the garden along with non-perishables and healthy recipes to children in need. This is typically done on a weekend basis, and/or during the summer.

Section II:
Garden Planning, Construction, and Safety

A. Introduction

- School district facilities represent a significant public investment as well as safe and effective places for education. Any work, which constitutes a modification, addition or improvement to school property, will require approval and oversight from Facilities Management. The approval process may extend to every phase of the project and at the minimum includes initial and final approval(s). Generally, the approval process involves the inspection of documents and work to assure that the project is compliant with district, state and federal requirements. To initiate a work request for project oversight, call the Facilities Information Center at 303.982.2245 or 303.982.2242.

  Facilities Management provides project review, approval, consultation and oversight at no charge to the site. Funding may be required if maintenance technicians provide additional labor and/or materials. Any site-funded work will require an estimate and the necessary funding approved by an on-site administrator before the work is scheduled.

- **The Garden is NOT a District or Facilities maintenance responsibility:** The garden team must take responsibility for maintaining the common areas of the garden such as:

  - Tool sheds
  - Trees, flower beds and lawn
  - Pathways and courtyards
  - Trash containment areas
  - Street fronts and sidewalks

- **In addition to this document, schools must abide by all Jeffco Public School Technical Guidelines for any Exterior Improvements, found at:** http://www.jeffcopublicschools.org/business/facil_plan_design_const/documents/Technical_Guidelines/2010%20Division%2032.pdf

When a garden is out of compliance with these guidelines, it is in jeopardy of losing its use agreement.

B. Garden Site Planning

1. Project Requirements:

Each project must have an on-site school administrator identified as the sponsor. The on-site administrator will be responsible for submitting the required documentation to Facilities Management and overall project management, including contractors and volunteers.

The on-site school administrator must provide Facilities Management with a brief written description for the project, as part of the collaborative process Facilities Management must know the project's scope, history and tentative schedule. Enter this description and other pertinent information on a Facility Modification Approval Form and send it to the school's respective estimator.

If the project is structural or modifies any building systems including landscape, the administrator must provide Maintenance with a detailed drawing showing the project's location on the school site and the intended area where the work will occur on the site.

2. Planning Considerations

When choosing the site for your garden, there are many considerations, including:

- Works with school site's master plan
- Adequate Space
- Water access
- Water Drainage
- Sun exposure
- Level ground/not sloped too much
- Water run-off (if applicable) is away from school buildings
- Access: classroom, community and ADA. Gardens are required to abide by play area guidelines
    - Link to ADA play area guidelines: http://www.access-board.gov/play/guide/intro.htm
- **Design Garden Layout**: work with students (when applicable) to design garden
    - Visit other school gardens in the metro area
    - Bed considerations:
        - One per class
        - Community plots
        - Phasing if budget is tight
        - Hand watering (recommended) vs. irrigation
        - Seating/gathering area for classes
    - Work with students (when applicable) to design garden
- **Shade Structures:** Does your jurisdiction require a permit?
- **Sheds**: (required for tools if garden access will occur outside of school hours)
    - Typically anything over 120 sqft requires a permit: check with your jurisdiction
    - please see the district guidelines for sheds at: http://jeffcoweb.jeffco.k12.co.us/facmgmt/Facilities%20Management/Download%20Files/Maintenance/Shed%20Installation/Guidelines%20for%20Shed%20Installation%20on%20School%20Property.pdf
- **Water**: Any non-exempt plumbing or electrical work will require a state permit and must be performed by State of Colorado licensed plumbers and electricians. The on-site administrator must send copies of the permit and at the project's conclusion, copies of the inspector's final accepted inspection report to Facilities Management.

3. District Garden Technical Guidelines

Work in this section is applicable to both single and multi-plot gardens located on Jeffco School Sites.

- Prior to construction/planting submit the following:
  1. Facility Modification Form.
  2. "Business Plan" indicating sponsor, funding sources, administrative support, community supporters.
  3. A garden plan consisting of drawings describing the proposed plan, the location on the property, any obstructions or improvements that could impact the location.
  4. Maintenance plan indicating responsible parties, planting dates, fall clean-up responsibilities.
  5. The Jeffco Schools Garden Checklist.
  6. Garden plans must be submitted prior to January 15 of the proposed planting season.

- The documentation will be reviewed and a recommendation made to the Community Superintendent by Planning & Construction and Facilities Management. Approval by the Community Superintendent must be granted prior to construction/planting.

- Initial site preparation.
  1. Sponsor will strip sod in preparation of single plot sites.
  2. Facility Management will provide utility locates, sponsor to relocate or reconfigure irrigation lines using approved irrigation contractor.
- **Single Plot Gardens:**
  1. School to appoint 'advocate' who will monitor and be responsible for garden condition.
  2. Maximum plot size 10' x 15'.
  3. Raise plot to 18" above grade using untreated cedar timbers.
  4. Provide and place topsoil, supplemented as required. If topsoil is stocked on site provide appropriate storm water BMPs until material is placed.
  5. During growing season maintain plot by removing dead material, weeds, selective pruning, etc.
  6. At the end of planting season, remove dead plant material off-site.
  7. Facility Management will advise sponsor when irrigation will be activated and deactivated.
  8. Should the plot or garden be abandoned or vacated the school shall be responsible for the cost of reclamation and restoration.
- Initial site preparation.
  1. Sponsor will strip sod in preparation of multi-plot sites.
  2. Facility Management will provide utility locates. Sponsor to reimburse Facility Maintenance or use approved irrigation contractor to relocate or reconfigure irrigation lines.
  3. Sponsor or oversight group will stake, prepare beds and paths between beds.
  4. Garden area shall be enclosed with 4' chain link fencing or appropriate plant material. Refer to Technical Guidelines Section 32 31 00 for requirements. A concrete or crusher fine mow

strip shall be provided.

5. Jeffco Schools shall designate a location for a sponsor provided that shed will be used for the storage of garden implements. Prefabricated sheds are preferred.

- **Multi-Plot or Community Gardens:**
  1. School or Community Garden oversight group shall designate representative who will monitor and be responsible for garden condition.
  2. Community Garden oversight group shall register and distribute plots, collect user fees, monitor condition of garden during growing season.
  3. At the end of planting season, remove dead plant materials off-site.
  4. Maximum plot size 10' x 15'. Maximum number of plots 30.
  5. Plots shall be raised above grade approximately 6" and bordered with cedar 2"x 8".
  6. Provide and place topsoil at each plot, supplemented as required. If topsoil is stocked on site provide appropriate storm water BMPs until material is placed.

  a. Composting is not permitted.

  b. Pesticides are not permitted.

  c. Due to stormwater regulations, fertilizer cannot be stored on site. If used, fertilizer must be brought to site and distributed in gardens immediately. Only organic fertilizers should be used to minimize potential for stormwater pollution. Do not over fertilize, use only a minimal amount according to manufacturer directions.

  7. Plots shall be separated by 3' min. to 5' wide crusher fine walkway all four sides.
  8. Shade structures and seating shall comply with Technical Guidelines 12 93 00.
  9. Irrigation spigots on a quick coupler will be provided at the rate of 1 per four plots. Where practical the irrigation line will be a part of the site's irrigation system, on a dedicated zone and controlled by time-clock.
  10. Results of soils testing for RCRA heavy metals in imported/unpacked soil shall be provided to Jeffco Environmental Services for review.
  11. Should the Community Garden become abandoned the school will be responsible for the removal of wood borders, paths, fencing, reconfigure irrigation and reclamation and restoration of the site.

<u>Prohibited</u> items and materials:

- Railroad ties and other treated woods
- Fruit-bearing trees are prohibited by the district
- Pig, dog and cat manures, and ALL untreated manures are prohibited
- Wood and bark mulch
- Non-Organic fertilizer
- Tires
- Scrap metals, plastics and broken bricks and pavers

4. Plot Planning

Plot Boundaries : Interior "boundary fences" around individual plots are discouraged; they are hard to weed and can quickly make the overall garden unsightly. The preferred boundary is a weed-free edge between your plot and the adjacent path or neighbor as described in the garden technical guidelines. Ideally, a preferred material is selected, which if everyone uses will contribute to the overall visual continuity of the garden.

Plot Size: While the max plot size is 10'x15', narrower plots are easier for school-aged arms to reach across; consider 4' wide plots in your school garden.

Plot Materials
All materials installed on the site must meet the Jefferson County School District's specifications. Maintenance must receive a list of intended materials before approving the project. If the material you wish to use is not listed in this document or in the prohibited list, please contact facilities at: 303.982.2245 to obtain approval for your desired materials. All installations must meet the District's installation standards. The intent is for all materials and installation methods to meet the same durability standard as the school itself and present no hazard to the students, staff or community.

Soils

Manure: Untreated or unsanitized manure has been linked to disease through either ingestion of raw food or through open wounds while tending gardens (bacterial infections). Pig, dog and cat manures, and ALL untreated manures are prohibited.

Soil Testing *Copy of test to be sent to district Facilities Environmental Services*

- It is recommended that any school planting directly into the soil do a soil test for nutrients, pH, and phosphorus.
- Any unpacked soil from an off-site source **requires** a soil test for RCRA heavy metals, TPH and BTEX. This requirement excludes commercially sold bags of soil/compost. Bagged or certified commercial provided soil doesn't need to be tested.
- Please use the CSU Extension services: http://www.soiltestinglab.colostate.edu/) or garden center soil testing services.

Planting:

- **See Jeffco Technical Guidelines for Exterior Improvements for details on permitted plants, trees and bushes.**
- Suggested Fruit and Veggie items: Carrots, radishes, tomatoes, cucumbers, lettuce, spinach, bell peppers, jalapenos, celery, broccoli, eggplant, cabbage, cauliflower, basil, onions, cilantro, summer squash (multiple varieties), eggplant, melons, berries.
- Seeds to start indoors: summer squash, zucchini, cucumbers, peppers, broccoli, cabbage, cauliflower, onions and tomatoes.

Suggested tools and supplies for a school garden:

- Classroom set of hand trowels or 3-prong cultivators (25-30)
- 5 long-handle shovels
- 2 hard rakes
- 2 hoes
- 1 soft rake
- Wheelbarrow
- Hand pruners
- Garden gloves- youth and adult sizes
- Hose(s)
- Watering wand(s) with hand shut off valves
- First Aid Kit
- Supplies for plant signage
- Supplies for classroom grow labs
- Shed or toolbox in which to store everything (tools may not be stored inside the school if ever being used outside of school hours)
- Combination lock for shed

C. Garden Site Maintenance Requirements:

The District (landowner) requires that garden team keeps their garden sites clean, attractive and orderly at all times – especially during the winter. The garden must have a year-round unified appearance to landowners, city officials, and the general non-gardening public. The benefits of a well-maintained garden are at minimum threefold:
1) the use agreement for the garden remains in good standing with the landowner,
2) owners, neighbors and non-gardeners enjoy and recognize the garden as a community asset,
3) your garden will harbor fewer pests and weeds, and will be healthier from season to season.

Garden Plot: Each plot must be kept clear of weeds, spent plants, debris and trash. Each fall, turn compost and organic material into the soil and cover it with a layer of mulch to regulate soil temperature and retain moisture throughout the winter. This makes a garden plot look cared for to the passer-by. It's important to recognize all gardens have a significant role and responsibility regarding the sustainability of the garden. Any perennials in your plot must appear well kept. In addition, you are responsible to maintain the area immediately adjacent to your plot including paths, compost bins, trash collection areas, fences and the garden's other common spaces.

School Breaks: Plot Management

Each school must have a maintenance plan in place for breaks/summer for non-community plots. For example: assign each break to 1-3 families to:

- Weed
- Water
- Harvest any produce and take home
- Check in on garden
- Any other items as deemed necessary by garden team/school

"Off-Season" Storage: the following items are not authorized to be left standing during the off-season, and must be disassembled and stored in the garden shed or removed from the site when not in use:

- chairs and individual benches,
- shoes, clothes (shed only),
- wire cages, fencing,
- plastic plant pots, tools,
- piles of brick and stone,
- water bottles, milk bottles,
- sticks, steel "t" posts, • wheel barrows, wagons • bags of compost or leaves
- buckets, plastic containers, • pipe, hoses and nozzles • non-permanent garden art

D. Safety Protocols for School Gardens

Volunteer Requirements

- All people working in the garden MUST complete a Volunteer Release Form (in required paperwork section)
- All community gardeners MUST complete a "Quick Check" Criminal Background Check form (in required paperwork section) the garden team is in charge of paying for and running this check. The link for the check is: https://www.cbirecordscheck.com/Index.aspx
- ***All volunteers MUST abide by the site-specific check in rules, for example: check in at the front desk and wear a Visitor's badge/tag while in the garden during the school day.******
- Best practice suggestion: It is recommended that regular volunteers attend the school site's Safety and Emergency Response Training as available.

Construction Safety

- All work must comply with the State of Colorado Division of Labor Public Safety Section provisions, International Building Code, National Electric Code (NEC) and the National Fire Protection Association (NFPA). Any Plumbing or electrical work will require permits and must be preformed by plumbers and electricians licensed by the State of Colorado.
- If any labor is provided for your project in exchange for money (other than District support), the contractor must supply proof of the appropriate license(s), liability insurance ($2,000,000.00 minimum) listing Jefferson County Schools as an additional insured and workman's compensation insurance. This is a District requirement and documentation must be presented to Facilities Management before any work starts.
- Contractors and volunteers must at all times follow safe work practices while on Jefferson County Public Schools' property. Contractors working on school property are subject to OSHA regulations.

Soil Safety *Please refer to Soil Testing in previous section; a copy of soil test to be sent to district Facilities Environmental Health.*

Gardening Tool Safety

- No running in the garden
- No children under aged 10 will be allowed to use long handled tools (shovels, hoes, rakes).
- Children will be encouraged to use their hands (as opposed to tools) as much as possible when gardening.
- Children will be provided with gardening gloves if exposed to thorns or other dangerous plant material.
- Shoes must be worn at all times.
- All participants will be instructed as to proper handling of tools, including no running and carry tools face downward at their side.
- Children must be supervised when gardening
- Participants who do not follow safety rules will not engage in gardening.

Food Safety:

- All participants much wash hands before working in the garden
- No use of non-organic fertilizers or pesticides in the vegetable garden
- No use of raw manure as fertilizer
- Participants must be healthy to work in the garden
- All containers used to hold harvested produce must be clean
- All produce will be washed before being eaten or sold
- Liability waivers may be issued on a site-by-site basis for selling food from garden
- All participants will wash hands, using proper hand washing techniques, after being in the garden.
- Food from the garden may not be used in the school cafeteria at this time

Section III:
Funding School Gardens

A. Funding New School Gardens

The district will not cover the cost of building, maintaining or reclaiming school gardens. Seeking funds for a new school garden project is typically a shared effort among project partners including the garden team, PTA, community and any other participating organizations. Depending on the size of the garden, and whether or not there is space for community members to have their own plots, costs can vary significantly. Community members can use their skills to apply for grants, seek donations, hold school fundraisers, or use their skills to offset the cost of construction labor. These efforts also encourage ownership of the garden.

For labor and materials paid for with District funds, standard purchasing procedures must be followed, including the requirement for three competitive (3) bids when requisitions exceed $10,000. For additional information on District purchasing procedures, visit the Jefferson County Public Schools
Purchasing website at http://sc.jeffco.k12.co.us/education/staff/staff.php?sectionid=6894

Gardens typically range in cost from $7,500 to $25,000, depending upon the following variables:

- Size/ Area
- Demolition i.e. sod removal, etc.
- Linear feet of chain link fencing
- Number of gates/entrances
- Existence of community plots
- Irrigation
- Proximity to existing water connection and master meter
- Number of spigots
- Potential need for drip zones
- Garden Details
- Soil quality/ amendment required
- Raised planting beds
- Pathways and accessibility http://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm#pgfId-1011276
- Tool storage
- Shade structures
- Benches/ tables
- Additional features

Grant Funding

If you plan to apply for grants to help fund your garden, please complete the **required** Intent to Apply for Grants form (in required forms section of this document)

Donations and Gifts

If you will be receiving material or financial gifts valued over $5,000 you **must** complete the gifts/donations form (in required forms section of this document). For more information please see the Public Gifts/Donations Policy and Regulations (KCD and KCD-R) in the policy section of this documents.

Managing School Garden Funds

When a garden can manage their own funds, they are able to be more self-sufficient in the long-term. Because, in most cases, the school garden in not in itself an "entity", it is not able to establish a bank account for receiving and disbursing garden funds. However, a sub-committee designated for the school garden within the PTO/PTA is the ideal entity to house garden funds.

B. Looking Into the Future: Sustainability of School Gardens

1. Sustaining Existing School Gardens

Garden-related educational programs can be as simple or involved as a school community would like to make them, which in turn varies the costs needed to sustain garden programming. Some programs have the potential to be fundraising opportunities for educational purposes. There are also resources offered by community partners that have the potential to help provide tools, plants, seeds, and other supplies for the garden. For example:

- Schools can participate in Denver Urban Gardens' Free Seeds and Transplants program.
- Some schools are able to markup produce sold at the Youth Farmers' Markets, and therefore make a modest profit that can be funneled back into school programs.
- Small grants are available to pay for supplies at school gardens. The National Gardening Association's website, www.kidsgardening.org, compiles a list of these types of grants.
- Local garden centers and hardware stores may be willing to donate to school garden projects.
- Members of Slow Food Denver's School Garden Alliance are eligible for small micro-grants for specific garden projects, which are available once a year.
- Businesses and restaurants near to the school make great partners in school garden fundraisers. Consider asking a business close to the school to donate a percentage of their proceeds for a day to your school garden.

2. Ensuring Continuity of Garden from school year to school year

At some schools the Parent Teacher Organization/Association (PTO/PTA) will have fundraising mechanisms in place to be able to support the garden programming as part of their larger goals.Children grow up, and with their parents, move on to new schools; teachers and administrators sometimes change schools or retire, and through these changes the garden remains. Thus, long-term planning is critical to the success of any garden project. School gardens require planning, fundraising, community organizing, and maintenance, and therefore are not to be rushed into, but rather developed over time. A more deliberate, intentional process supports the garden in gradually becoming part of the culture of the school, its goals and programs. Likewise the garden needs to be built into the long-term vision of the school site. For this to happen, the visions for the garden must be shared by the school administration, teachers, parents, volunteers and cafeteria staff alike.

Encouraging Ownership of the Garden

Ownership in the garden is built over time among the school community members. As opposed to focusing on just the end goal of building a school garden, focusing on the process of organizing to create a school garden fosters lasting garden stewardship. Parents, teachers, administration and volunteers should be included in every step of the process of planning and implementing school gardens and

related programs. Getting your hands dirty during community workdays is one of the best ways for your school community to feel an investment and responsibility for their new garden project.

Developing a Diverse Garden Committee

A garden committee comprised of key teachers, parents, administration, neighbors and/or volunteers helps to ease transitions in the school community and ensures representation of all garden stakeholders. The garden committee organizes programming, coordinates volunteers, ensures proper maintenance of the garden, communicates relevant issues about the garden with the larger community, acts as a liaison between the school community, the district and garden partners; the committee also manages garden funds. To prevent participant burnout, it's important that no one person is tasked with garden leadership; responsibility should be shared among committee members.

Engaging the Community as Volunteers

Additionally, the effectiveness and sustainability of the school garden as an educational space is enhanced when it is supported by a committed group of volunteers, which might include parents, grandparents, on-site community gardeners and/or neighbors. Vegetable gardens are high-maintenance and whether it is a school or school community garden, support is needed to take care of the physical space. The garden must be cared for during the summer when school is not in session, so that students can return in late summer to a productive garden that is primed for learning. Volunteers can become dedicated caretakers of the school plots over the summer, as well as important support within the school to support garden-related programming. Volunteers can also facilitate programs such as Garden to Cafeteria, Youth Farmers' Markets, seed starting in classrooms and cooking demonstrations using freshly harvested produce. Any ongoing volunteer program does require some management in training and supporting volunteers as they work through the nuances of the school community. Community partners such as master gardeners, DUG, and Slow Food, in conjunction with the garden committee, provides these volunteers with support through trainings and workshops, and informally as needed.

Appendix A: Required Paperwork

In this Section:

- **Garden Proposal and Agreement Form (included)**
- **Facilities Modification Form.** Included and found at: http://jeffcoweb.jeffco.k12.co.us/facmgmt/FacManDocsLinks.html
  The on-site school administrator must provide Maintenance with a completed Facility Modification Approval Form

Send documentation for:

Maintenance Zones 1-4
North Articulation Areas: Pomona, Standley Lake, Arvada, Arvada W., Golden, Wheat Ridge, Jefferson, Lakewood **to:**
Tom Watkins
Facilities Management
809 Quail Building 4
Lakewood CO 80215
or
twatkins@jeffco.k12.co.us

Maintenance Zones 5-8
South Articulation Areas: Alameda, Green Mountain, Bear Creek, Dakota Ridge, Chatfield, Columbine, Conifer, Evergreen **to:**
Vince Austin
Facilities Management
809 Quail Building 4
Lakewood CO 80215
or
vaustin@jeffco.k12.co.us

- **Building and Facilities Use Request Form.** Included and found online at: http://sc.jeffco.k12.co.us/education/page/download.php?fileinfo=QnVpbGRpbmdfYW5kX0ZhY2lsaXR5X1VzZV9SZXF1ZXN0X0Zvcm1fTmV3LnBkZjo6Oi93d3cvc2Nob29scy9zYy9yZW1vdGUvaW1hZ2VzL2RvY21nci8xMDI3MWZpbGUyNTU3MDIucGRm
- **Student Release Form** (included) for all students participating in garden-related activities
- **Volunteer Release Form** (included) every adult working in the garden must sign a release
- **Additional requirements for school-based community gardens:**
  - Agreement between community gardening partner and school (if applicable, on a site-by-site basis)
  - Memo of Understanding between municipality and school/district (if applicable, work with district Planning Dept to develop on a site-by-site basis)
  - Application for community garden plot (required for all community gardeners, if applicable)
  - Criminal Background Check (filled out and by garden team for all community gardeners): https://www.cbirecordscheck.com/Index.aspx

Funding Paperwork

- Intent to Apply for Grants found online at: http://sc.jeffco.k12.co.us/education/components/docmgr/download.php?fileitem=128225
- Gift/Donation Paperwork (included) if applicable

Garden Proposal and Agreement

Please send this form to Facilities Planning and Design:
809 Quail Street Building 4 | Lakewood, CO 80215 | Phone: 303-982-2240| Fax: 303-982-2348

School Name: _____

Principal's Name: _____

Garden contact name(s): _____

Garden contact email(s): _____

Garden contact phone number(s): _____

Garden Type (circle one): School only School-based Community Garden

List potential Community Partners (Denver Urban Gardens, Slow Food, local associations, etc):

_____

Agreement between School and District:

By signing below, it is agreed that the school will abide by, and is held responsible for all garden-related district requirements as stated in the Jeffco School Garden and Greenhouse Operating Manual and Required Procedures.

_____

Principal's Signature

_____

Area Community Superintendent Signature

_____

Facilities Planning and Design Signature

Name of assigned Facilities Contact: _____

JEFFCO PUBLIC SCHOOLS
Building Bright Futures

Facility Modification Project Approval Form

To comply with School Board Policy EC-R *Building/Grounds/Property Management* this form is to be used for ***PRIOR*** authorization of any facility project work to be completed on school property. This form should be accompanied by a complete project description with names of qualified individuals who will be completing the work, along with their qualifying credentials (where applicable).

To initiate the process the facility will submit an oversight work order into the Computerized Maintenance Management System (MAXIMO).

Executive Director of Facilities Management will first approve and will forward the request to the Maintenance Department for their approval. Work should NOT commence until the signed approval has been returned to the school.

School/Site Name: _____

Project Name: _____

Project Location: _____

Brief description of work to be completed. Please attach construction drawings:

Facilities Maintenance will assist sites in determining the need for and securing needed legally required permits.

Page 1

FUNDING

Donations are governed by Board Regulation, KCD-R: "Gifts of a value of $5,000 or less will be accepted by the authority of the appropriate principal, director or program manager. Gifts of a value in excess of $5,000 but less than $50,000 will be accepted by the authority of the superintendent or designee, and contributions of a value in excess of $50,000 will be presented to and acted on by the Board of Education".

Describe the detailed budget for the project and identify the source of these funds:

OPERATING FUNDING

Please describe the five-year projected operating costs for this project and identify what is the source of these funds:

	Estimated Operating Costs	Funds Provided by:
Year 1:	**$0.00**	
Year 2:	**$0.00**	
Year 3:	**$0.00**	
Year 4:	**$0.00**	
Year 5:	**$0.00**	

SCHEDULE

Estimated Timeline for Project:

Date project will begin: 1/1/01

Actual construction time frame: _____

Date project will be complete: 1/1/01

Person in charge of project details:

Name: _____

Address: _____

Phone 1: _____ **Phone 2:** _____

Email: _____

Names of Person(s) who will be constructing the project:

Name:	**Trade, Discipline or Responsibility:**
_____	_____
_____	_____

Other pertinent information:

On-Site School Administrator Contact: _____ **Telephone:** _____

Submitted By: _____ **Date Submitted:** 1/1/01

Principal Approval of Project: _____ **Date:** 1/1/01

Community Superintendent: (If above $5000)

_____**Date:**_____

COMPLETED BY FACILITES MANAGEMENT

Approved as Submitted ☐ **Disapproved** ☐

Approved with the following conditions OR Disapproved for the following reason:

Exec. Director Facilities Management: **Work Order Number:** _____

_____**Date:**_____

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JEFFCO PUBLIC SCHOOLS
Building Bright Futures

Jefferson County School District R-1: Building and Facility Use Request Form

Organization:_____
Type of Organization:_____
Contact person:_____
Billing Address:_____
City:_____ State:_____ Zip:_____
Phone 1:_____ Phone 2:_____
Email Address:_____
(An email is now required to send out contracts and permits)
School Name:_____
Room(s)/Field(s) Requested:_____
Purpose:_____
Number of Attendees:_____
Equipment/Set up Needed:
_____

Dates and Times Requested

Date	Day	Start Time	End Time
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.
		a.m./p.m.	a.m./p.m.

Office use only: _____ Approved _____Disapproved
Date received:_____ Date entered:_____
Will there be a custodian on duty? Y N ____ hours of custodial overtime will be billed to the user.
Will security be required? Y N
Name of approved District staff member responsible for facility if no custodian will be on duty:
_____
Restrictions:_____
Principal/Administrator Signature:_____

PUBLIC GIFTS/DONATIONS – KCD-E

(Acceptance Form – COMPLETED FOR ITEMS OR CASH VALUED AT $500 OR GREATER)

Date: _____ **School:** _____

Principal: _____ **Donor/Contributor:** _____

Donation Description:_____ **Donation Value:** _____

Reason for Donation: _____

Principal _____ Accept: _____ Yes _____ No

General:

1. Does this gift support the overall mission of the district?
2. Will this gift be of benefit to the district?
3. Will this gift be of direct benefit to a specific school or department?
4. Can the school/department use the gift for the intended/designated purpose?
5. Will this donation be used to provide additional staffing at the school? If yes, community superintendent approval required.
    - Donation must cover the salary and benefits.
    - Funding for staffing is considered on an annual basis and this must be made clear to employee and community.
6. Is this donation of a value less than $5,000 and not used for staffing? If yes, accept gift and retain form at school or department.
7. Does the gift or donation create any conflict with an existing sponsorship agreement?

Equity:

1. Will this gift benefit one school to the detriment of another?
2. Does this gift come with restrictions that cause inequities in the district?
3. Will this gift have Title IX impacts?

Future Financial Impacts:

1. Will this gift create future financial demands on the district not already covered by the existing budget?
2. Are future financial impacts covered as part of this gift?
3. What will be the incremental annual impact of this gift?

Facility/Resource Impacts:

1. Will this gift require modification to existing facilities (remodel/construction/improvement > $500)?
2. Will existing maintenance responsibilities be impacted?
3. Does this gift comply with existing building codes and other statutory requirements?
4. Will this gift jeopardize the safety of the district?
5. Are there any additional liabilities brought with accepting this gift?

Donation with a value of $5,000 or greater must be accepted and routed as follows:

Community Superintendent	_____	Accept	_____ Yes	_____ No
Chief Financial Officer	_____	Accept	_____ Yes	_____ No
Chief Academic Officer	_____	Accept	_____ Yes	_____ No
Chief Operating Officer	_____	Accept	_____ Yes	_____ No
Superintendent	_____	Accept	_____ Yes	_____ No

JEFFCO PUBLIC SCHOOLS
Building Bright Futures

RELEASE

In consideration of my child's voluntary participation in _____ and related activity, I _____ hereby release and discharge the Jefferson County School District and their/its successors, heirs, assigns, directors, officers, employees, supervisors, agents, attorneys and representatives, from any and all actions, causes of action, claims, demands, losses, damages, costs, attorney fees, judgments, liens, indebtedness and liabilities whatsoever, known or unknown, suspected or unsuspected, past, present or future, with regard to all matters that could have been raised in an action on the merits regarding the aforementioned activity in which I and my child have elected to voluntarily participate.

Dated this _____ day of _____, 20__

_____
Parent's Signature

Approved as to form and content:

_____
Principal's Signature

VOLUNTEER RELEASE

In consideration of my voluntary participation in _THE SCHOOL GARDEN___ and related activity, I _____ hereby release and discharge _____ the School, the Jefferson County School District and their/its successors, heirs, assigns, directors, officers, employees, supervisors, agents, attorneys and representatives, from any and all actions, causes of action, claims, demands, losses, damages, costs, attorney fees, judgments, liens, indebtedness and liabilities whatsoever, known or unknown, suspected or unsuspected, past, present or future, with regard to all matters that could have been raised in an action on the merits regarding the aforementioned activity in which I have elected to voluntarily participate.
Dated this _____ day of _____, 20__

_____
Volunteer's Signature
Approved as to form and content:
_____
Principal's Signature

Appendix B:
Jeffco District Policies Related to School Gardens

JEFFCO PUBLIC SCHOOLS

Book	District Policies - Jefferson County School District R-1
Section	K: School-Community-Home Relations
Title	Community Use of School Facilities
Number	KF
Status	Active
Legal	C.R.S. 22-32-109 (1)(b) C.R.S. 22-32-110 (1)(f)
Adopted	December 1, 1998
Last Revised	May 3, 2010
Last Reviewed	May 3, 2010

It is district policy to make district buildings and facilities available to the community when not in use for school activities.

Community groups who arrange to use school facilities may also arrange to use furniture and equipment which is located in that facility. Furniture and equipment may not be removed from the premises. The group using the equipment shall be responsible for any damage which may occur while the furniture or equipment is being used. A fee shall be assessed for the use of certain district equipment in accordance with the current fee schedule adopted in the yearly budget.

Community groups, students, and employees who bring and leave personally owned items or equipment in school facilities do so at their own risk. Such equipment is not covered by insurance and the district cannot pay for repairs, damage, or loss.

Permission for use of district facilities shall not constitute a district endorsement of any organization, the beliefs of an organization or group, nor the expression of any opinion regarding the nomination, retention, election or defeat of any candidate, nor the expression of any opinion as to the passage or defeat of any issue.

Any activity within the scope of law defining and regulating gambling may not be conducted in or on district facilities, except that adult groups such as PTA and booster organizations, organized for the express purpose of supporting authorized district programs, may conduct raffles, provided that such organizations obtain any licenses required by law, such raffles are not conducted and tickets are not sold during school hours, and students are not solicited to sell tickets. Raffle sales may not disrupt the educational process and shall not be conducted by student groups.

The Board reserves and delegates to the director of property management, or designee, the right to refuse approval or to cancel any and all permits issued for the use of a school building or its facilities when it is deemed that such action is necessary for the best interests of the district.

The Board delegates to the director of property management or designee the authority to set fees for the use of school facilities and for other related costs. In establishing the fee schedules, the district may impose a higher fee for weekend and holiday use due to the increased administrative burdens related to the use of district facilities on those days. These increased burdens may include such things as making arrangements for heating, ventilating and air conditioning; assuring the availability of adequate custodial staff; handling security concerns; rescheduling planned maintenance and repair; and responding to concerns resulting from the increased level of traffic, parking, and other activities around the facilities which would otherwise not occur on weekends and holidays. Schools are not permitted to charge additional fees above and beyond what the Board has set.

A Building and Facility Use Request must be made to each location for all activities before and after regular school

Book	District Regulations/Exhibits - Jefferson County School District R-1
Section	K: School-Community-Home Relations
Title	Community Use of School Facilities
Number	KF-R
Status	Active
Legal	
Adopted	December 1, 1998
Last Revised	October 4, 2005

Application for Use of District Facilities
All applications for use of facilities must be completed and submitted on the Application for Building and Facility Use Form to the principal or designee for scheduling and approval. All applications must be signed by an officer or designee of the organization requesting use.

Application for district facility usage will constitute willingness to comply with all rules and regulations regarding the use of district facilities as prescribed by the district administration. The applicant must exercise the utmost care in the use of school premises and agrees to protect, indemnify, and hold harmless the Jefferson County School District and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by the building use form. In the event of damage to district property or facilities, applicant will accept the estimate of the amount of damage, as estimated by the work control department of the Facilities Management Department, and will pay all repair costs within 30 days of receipt of bill.

There must be adequate adult supervision for all usage and the user will provide a certificate of insurance if requested.

Approved building use forms will be forwarded to the general accounting office. The general accounting office will contact the applicant or school if clarification is required, compute applicable fees and send an invoice.

Fees must be paid to the Jefferson County Schools as soon as possible after receipt of invoice. Multiple use of a facility must be paid by the first day of the calendar month for all charges applicable for that month. Fees will be determined by the property management office in accordance with the current fee schedule. All checks or money orders should be drawn in favor of Jefferson Public County Schools. Food service payments are due within five days after receipt of invoice.

Regulations Concerning Use of District Facilities
Preschool through grade 12 school-related activities have first priority in facility use. Second priority will be any other district sponsored activities. Other community group requests for building use will be approved on a space available basis and are subject to cancellation due to school-related/district sponsored activities. No building use form for continuing use will be approved for a period in excess of one year.

When any school building or facility is occupied, a school custodian or approved district representative member must be present. If a district representative is used, they must meet the specified district guidelines.

Persons using buildings and facilities must confine themselves to the rooms and corridors assigned for their use, and to the approved times. Areas must be vacated completely at the designated time or double room use fees will be assessed.

The use of kitchen facilities must be coordinated with the food services department. A fee for this service will be invoiced by and paid to the food services department. Organizations other than school affiliated groups using district

Book	District Policies - Jefferson County School District R-1
Section	K: School-Community-Home Relations
Title	Community Use of School Fields and Grounds
Number	KFC
Status	Active
Legal	
Adopted	June 26, 1997
Last Revised	October 23, 2001

It is the district's policy to make grounds which surround district buildings and facilities available for use by the community when they are not in use for school activities. The following guidelines have been developed to govern community use of district grounds:

1. Wheeled vehicles and horses shall be restricted to established roadways and parking lots, and these areas are only to be used for the purpose for which they were constructed.
2. Any use of district property or facilities shall not in any manner create a nuisance or hazard to other persons on or near these grounds or facilities.
3. Placement of buildings, structures, or equipment by outside organizations will not be allowed on district property without prior approval, and such written approval must accompany the facility use application. This is to comply with any sanitation and/or fire standards which must be observed by the district.
4. Applicable district policies will be enforced.

CROSS REFERENCE:

KFC - R, Community Use of School Grounds
KF, Community Use of School Facilities

JEFFCO PUBLIC SCHOOLS

Book	District Regulations/Exhibits - Jefferson County School District R-1
Section	K: School-Community-Home Relations
Title	Community Use of School Grounds
Number	KFC-R
Status	Active
Legal	
Adopted	June 26, 1997
Last Revised	April 10, 2006

The use of tracks, tennis courts, playground equipment and ball fields will be restricted to the purpose for which they are designed.

All applications for the use of tracks and athletic/play fields will be submitted on Form 955 (Application for Building or Facility Use) to the principal or designee for scheduling or approval. Applications must be signed by an officer or designee of the organization requesting use.

Request for the use of Jefferson County (8th and Kipling), Lakewood Memorial, North Area Athletic Complex and Trailblazer stadiums will be processed by the athletic department. All uses of these facilities are to be approved by the manager of stadium operations.

Playgrounds and playground equipment are available to the community when not in use by the school district or authorized programs. The use of these facilities does not require a permit, but such use is at the risk of the user.

No construction work will be done by outside groups without completion of the work order process to any grounds or athletic field without consent of the chief operating officer and the executive director for facilities management.

All fees for use of school grounds will be in accordance with the current fee schedule available on the Property Management website.

CROSS REFERENCE:

KFC, Community Use of School Grounds

JEFFCO PUBLIC SCHOOLS

Book	District Policies - Jefferson County School District R-1
Section	E: Support Services
Title	Buildings/Grounds/Property Management
Number	EC
Status	Active
Legal	6 CCR 1010-6, Rules 1-101 et seq 6 CCR 1010-6, Rules 2-101 et seq 6 CCR 1010-6, Rules 3-101 et seq 6 CCR 1010-6, Rules 4-101 et seq 6 CCR 1010-6, Rules 5-101 et seq 6 CCR 1010-6, Rules 10-101 et seq
Adopted	June 26, 1997
Last Revised	May 6, 2003

The District Administration is committed to providing quality education in an economical and efficient manner. Educational facilities are an integral part of the educational program. Facilities have an influence on learning, the performance of staff and students, and indirectly influence attitudes and behaviors. Facilities serve a greater purpose than merely housing students or the educational program; they represent a major public investment. Therefore, it is the policy of the District that all District facilities be efficiently utilized, maintained in good physical condition, be safe and in compliance with applicable building codes, and be maintained at an acceptable level of cleanliness.

The superintendent or designee shall assign general responsibility for the care, custody, and safekeeping of all school property and establish such procedures as may be necessary to discharge this responsibility.

CROSS REFERENCES:

EC - R, Building/Grounds/Property Management

District Policy EC - R, Building/Grounds/Property Management

Book:	District Regulations/Exhibits – Jefferson County School District R-1
Section:	E: Support Services
Title:	Building/Grounds/Property Management
Number:	EC-R
Status:	Active
Legal:	
Adopted:	06/26/1997
Last Revised:	05/14/2007
Last Reviewed:	

Policy Detail

Responsibilities

The Chief Operating Officer shall have general oversight responsibility for all district facilities and grounds, to include the following:

Direct Responsibilities

a. Facilities Planning and Design
b. Construction Management
c. Property Management
d. Building Maintenance
e. Grounds Maintenance
f. Custodial Services
g. Environmental Services
h. Temporary Buildings
i. Energy Management
j. Transportation
k. Food Services
l. Safety Security - and Emergency Planning
m. Information Technology

Each building administrator/manager is responsible for the day-to-day utilization and operation of facilities assigned to them. These include the following:

1. Day-to-day oversight for care of facility and grounds
2. Facility security
3. Efficient operation of facility and grounds consistent with intended use
4. Reporting facility or grounds maintenance and improvement needs

JEFFCO PUBLIC SCHOOLS

Book	District Policies - Jefferson County School District R-1
Section	K: School-Community-Home Relations
Title	Public Gifts/Donations
Number	KCD
Status	Active
Legal	C.R.S. 22-32-110 (1) (y)
Adopted	June 26, 1997
Last Revised	February 11, 2008
Last Reviewed	February 11, 2008

Gifts of money, real or personal property and personal services from organizations, community groups and/or individuals which will benefit the District shall be encouraged by district administration. Gifts will be accepted without promise or expectation of future consideration of the donor. Individuals or groups shall discuss what gifts are appropriate and needed in advance with the building principal or the superintendent or designee.

Equipment that meets an educational purpose must be operative at the time of donation and meet minimum standards set by the District. Such equipment shall be added to the district's or school's inventory if deemed appropriate per financial policies and procedure manuals.

The District reserves the right to accept or decline any proposed gifts. In determining whether a gift will be accepted, consideration shall be given to the Strategic Plan and district policies, and adherence to basic principles outlined in the regulation that accompanies this policy.

CROSS REFERENCE:

KCD - R, Public Gifts/Donations
KCD - E1, Public Gifts Donations Form
DID, Inventories

JEFFCO PUBLIC SCHOOLS

Book	District Regulations/Exhibits - Jefferson County School District R-1
Section	K: School-Community-Home Relations
Title	Public Gifts/Donations
Number	KCD-R
Status	Active
Legal	
Adopted	June 26, 1997
Last Revised	May 4, 2009
Last Reviewed	May 4, 2009

Gifts accepted by the school district will adhere to the following basic principles:

Basic Principles

1. Gifts of money, real or personal property and personal services from organizations, community groups and/or individuals which will benefit the district shall be encouraged by district administration.
2. Gifts of a value of less than $5,000 will be accepted by the authority of the appropriate principal, director or program manager. Gifts of a value of $5,000 but less than $50,000 will be accepted by the authority of the superintendent or designee, and contributions of a value of $50,000 or greater will be presented to and acted on by the Board of Education.
3. At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the district. It is the responsibility of the appropriate principal, director, or program manager to approve and accept the gift, process the appropriate forms to update inventory, and to send an acknowledgement letter to the donor.
4. Gifts to the school district become the property of the district and are subject to the same controls and regulations that govern the use of all district-owned property.
5. Gifts to employ full-time or part-time teachers with daily classroom responsibilities shall be donated centrally, not at the individual school level. Cabinet shall determine the distribution of such donations based on need, equity and other school specific variables. Schools cannot use donated dollars to supplement district allocated licensed staffing.
6. Gifts to employ classified staffing shall be utilized at the principal's discretion. Gifts must cover all salary and applicable benefits. Funding from such gifts are one-time and should not be viewed as permanent on-going additional hours/staffing.
7. Gifts in excess of $100 to individual members of the staff by pupils, parents, or organizations shall be discouraged.
8. Gifts that involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds, shall be discouraged unless upon thorough review long-term value exceeds the costs.
9. Gifts on a matching basis requiring money, property, or services by the district shall require analysis by district staff to ensure acceptance and utilization of matching funds is appropriate and in line with district budget parameters.
10. Any purchase to be funded by a cash donation must be processed in accordance with district policy.
11. Gifts which meet the definition of a fixed asset as outlined in district policy DID, Inventories, must be added to the school's fixed assets inventory.

Guidelines for Acceptance

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