

Guidelines for Participation – *School Responsibilities*

The school will appoint an **Adult Sponsor** (coach, teacher, parent, PTA member) to be the contact and to be accountable for the LTG garden bed(s) each semester. The duties of the **Adult Sponsor** are as follows.

1. **Adult Sponsor** will remain with students at all times while working in the school garden.
2. **Adult Sponsor** will ensure students prepare garden bed for planting prior to supplies being delivered. (Spring garden in February. Fall garden in September after Labor Day).
3. If needed, the **Adult Sponsor** will help students plant garden with the guidance of an NMG Mentor. **Make arrangements prior to planting day with mentor.**
4. **Adult Sponsor** will send monthly progress report to mentor or LTG Chair.
5. **Adult Sponsor** will help students be responsible for nurturing garden plants. This includes:
 - a. **Watering:** Raised beds dry out fast and need close attention during the first 4 weeks after planting. Keep the soil moist, but not soaking wet.
 - b. **Controlling insects:** Use Integrated Pest Management (IPM) methods. NMG will provide you with printed and online resources to help identify insects and diseases and how to handle problems without using chemicals.
 - c. **Weeding:** Hand-pull or dig out weeds frequently. NMG will provide materials to help ID weeds.
 - d. **Fertilizing:** Sprinkle and dig in the LTG provided bag of organic fertilizer per bed in the garden at the beginning of each growing season.
 - e. **Harvesting:** ensure students harvest the garden. Harvest vegetables as they ripen instead of waiting for an entire plant to ripen.

Guidelines for Participation – Student Responsibilities

1. Students are expected to **actively participate** with planting, maintaining and harvesting the school's garden.
2. Students will keep a photo or written plant journal that is updated weekly.
3. Students will nurture plants by:
 - a. Watering
 - b. Controlling insects and diseases using Integrated Pest Management (IPM) techniques
 - c. Weeding
 - d. Fertilizing
 - e. Harvesting
 - f. Recording the harvest
4. The **Adult Sponsor** will designate jobs – based on nurturing – and rotate these responsibilities among students.
5. Students will help clean and take care of garden equipment.
6. **Practice safety and common sense at all times.**
 - a. Remind children to always walk, don't run when gardening.
 - b. Teach students to use tools properly.
 - c. Always place garden tools face down on the ground when not in use.
 - d. Be mindful of hoses as a tripping hazard during watering.
 - e. Ensure children are protected from sun damage and insect bites and are properly hydrated when helping.
 - f. Remind children to wash hands thoroughly after gardening and to wash vegetables before eating.

Guidelines for Participation - Materials and Support:

LTG program will supply the following items for a **New** bed:

- 1 small tomato cage for peppers
- 1 large tomato cage for tomatoes
- 5-gallon bucket
- 1 fan spray hose nozzle
- 1 small trowel
- 1 cultivator tool
- Various seeds, i.e., lettuce, carrots, beans and cilantro
- Transplants, i.e., tomato and sweet peppers
- Organic granular fertilizer

LTG program will supply the following items each growing season for **Renewals**

- Various seeds, i.e., lettuce, carrots, beans, cauliflower and cilantro
- Transplants, i.e., tomato and sweet peppers
- Organic granular fertilizer

***All other items needed for school garden maintenance must be purchased by school, sponsors or grant money.**