

LAKE WASHINGTON SCHOOL DISTRICT

Effective: March 2020



Sponsored Project: Site Beautification Standards

Project Description

- Volunteer site beautification projects are a great way to bring the community together to augment and enhance the appearance of a school.
- Identify areas of the school where work will be performed and a scope of work including drawings and/or a site map if possible.



Volunteer Guidelines



- Every volunteer must complete a District Hold Harmless Agreement prior to the start of the project. These will be kept on file at the school.
- Volunteers will provide their own tools & supplies for area maintenance.
- All work is to be done outside of school hours, with prior notice given to building administration.
- Volunteers must wear appropriate safety attire, such as work gloves and eye protection.
- Power tools are discouraged. Work should be accomplished with hand tools only.
- For the safety of students and staff, tools & supplies must be removed at the completion of the project, or before the next school day, unless prior arrangements are made with the school and a representative from Support Services

Landscape and Garden Conditions

- Any tree pruning or removal must have prior approval by LWSD, and an arborist report or jurisdictional permits if necessary.
- Absolutely no chemicals, pesticides, or fertilizers will be applied unless prior written authorization from the LWSD IPM Coordinator is obtained.
- Border materials may consist of timbers, playground borders or large, smooth rocks.
- New plantings shall consist of native, drought-tolerant varieties.
- To ensure the most successful outcome, plantings should be scheduled during the fall.

District Support

- Arbor mulch can be provided and delivered by the District for the event, coordinated through the Project Manager.
- The District can provide a yard waste container if needed.
- If stored in bio-degradable bags, the District can haul away bagged yard waste.

Project Review & Approval Process

- The school principal submits a Sponsored Project Proposal form through InfoCentre.
- Support Services will assign a Project Manager to review and advise on the proposal, including but not limited to, location, scope of work, and debris removal.
- Site Beautification is a self-sustaining project, and any required funding must be secured prior to project commencement.



LAKE WASHINGTON SCHOOL DISTRICT

Revised: April 2022



Sponsored Project: Raised Garden Standards

Raised Garden - Design Factors



- ▣ Location
- ▣ Number of Beds
- ▣ Bed Dimensions
- ▣ ADA Accessibility
- ▣ Border Material
- ▣ Planting Types
- ▣ Maintenance
- ▣ Sight Lines
- ▣ Supervision

Raised Garden - Design Specs

- Location Guidelines
 - Must be a flat, level area
 - Preferably away from main playground and play fields
 - Sight lines should allow supervision by one person
- Size and Shape
 - Dependent upon the space available
- Borders
 - Should be made of composite material, treated wood or galvanized tubs, for durability and sustainability
- ADA Access
 - Requires 36" of accessibility and maneuverability around and between beds



Raised Garden - Approved Plantings

- Plants must be non-toxic and wildlife friendly
- Annuals, perennials, bulbs, and herbs are pre-approved by the district
- All other plantings must be reviewed and approved by Risk, Health and Safety
- Harvesting of fruits and vegetables may require Dept. of Agriculture review



Raised Garden - Maintenance

- Year-round maintenance of the bed and plantings is the responsibility of the school
- Watering: Where is the closest water source? Who will water during the summer break if needed?
- Winter: Is there a cover crop being planted? Will the bed be covered?



Procedures to Obtain a Raised Garden

- The school principal submits a Sponsored Project Proposal form through InfoCentre
- Support Services will assign a Project Manager to review and advise on the proposal
- Raised Gardens must be approved and procured through the district, and all funding needs to be secured before purchase