

**LATONIA ELEMENTARY SCHOOL COMMUNITY GARDEN
RULES AND REGULATIONS**

I. OVERVIEW

The Latonia Elementary School Community Garden is designed for a group of neighbors and community members who share a love of gardening; a love of Covington Independent Public Schools, and in particular, Latonia Elementary School; and to provide social and recreational opportunities for gardeners, their families, and the school. To preserve the community gardening program, the following rules, regulations, and guideline have been established to:

1. Ensure that the Latonia Elementary Community Garden is safe, well maintained for gardeners, neighbors, and the general public.
2. Establish fairness and equity among community gardeners.
3. Prevent damage to the land and groundwater.
4. Protect the future of the community garden at Latonia Elementary.
5. Ensure that the use of the community garden is consistent with the policies and procedures of the Covington Independent Public Schools.
6. Ensure that the use of the community garden is not disruptive to school activities and the education of Latonia Elementary students.

II. WHO CAN PARTICIPATE IN THE LATONIA ELEMENTARY COMMUNITY GARDEN?

7. Any member of Latonia Uptown or Latonia Business Association.
8. Anyone age 18 or older who resides within the boundaries of the Covington Independent Public School District.

III. PLOT ALLOCATION

9. Latonia Elementary School and Covington Independent Public Schools shall set aside seven 40-foot beds, and one 90 foot bed to be sub-divided into individual plots for use by community gardeners.
10. A community gardener may not garden more than one garden plot.
11. One garden plot per individual or household.
12. The person whose signature appears on the Registration Form or Application is considered the primary plot holder and is ultimately responsible for the garden plot.

Family and friends are welcome to participate with the primary plot holder for their assigned plot.

13. Garden plots are issued on a year-to-year basis, subject to renewal on January 1st of each year.
14. Current plot holders in good standing have the option of renewing their garden plots each year.
15. All plot holders must complete a Community Garden Registration form that shall be maintained with Covington Independent School District. The Director of Community and Family Engagement shall appoint a garden manager to oversee the registration process and assignment of plots.
16. Plot holders who relinquish their garden plot for any reason must notify the garden manager assigned by the Director of Community and Family Engagement in writing of their intention to relinquish the plot.
17. Plot holders who relinquish their garden plot may not directly transfer their plot to anyone else, including family or friends. Garden plots that become available will be re-assigned to new gardeners by the garden manager.
18. Plots shall be assigned by the garden manager on a first come-first serve basis.
19. While school is in session, community gardeners shall limit their gardening activities to weekends and evening hours beginning at 5:30 p.m. on weekdays. During the summer, the garden manager shall establish a community gardening schedule around the school's summer schedule.
20. If for some reason, a community gardener must attend to their plot while school is in session, then they must notify the garden manager in advance, and must check in at the school office.
21. Any community gardener who intends to garden during school hours, and/or while students may be on campus shall submit to a volunteer background search. The garden manager reserves the right to deny any community gardener access to the school grounds based upon the background search.
22. Upon request the school may supply community gardeners with a key to hoop house and garden.

23. No personal property, including tools, gardening equipment, etc. shall be stored or kept anywhere on school grounds. Latonia Elementary and the Covington Independent Public School District are not responsible for any personal property of a gardener which may be left unattended on school grounds.

IV. GARDENING GUIDELINES

24. The Latonia Elementary School Community Garden adheres strictly to the gardening principles, concepts, and practices recognized as Food Safe Practices. Use of pesticides, herbicides, chemical fertilizers, or other such substances or practices inconsistent with organic gardening are prohibited and may result in immediate revocation of gardening privileges.
25. Community garden plots must be planted and maintained year-round.
26. Remains of summer gardens must be removed by December first.
27. To prevent the spread of rust, garlic is to be planted in November and harvested by May.
28. Latonia Elementary School and the Covington Independent Public School District are not responsible for any plants which fail to grow for any reason, or for the destruction of any plants by natural or unnatural causes, invasive species, neglect, or vandalism.
29. Plot holders are responsible for covering their plants in the event of inclement weather or fluctuation in temperatures, including but not limited to heat and freeze warnings.
30. Plot holders may grow vegetables, fruits, herbs and flowers in their plot.
31. Plot holders may not plant trees or woody perennials in their plot.
32. Plot holders may not grow any cannabis or cannabis-related products in their plot.
33. Crops should be rotated.
34. Respect the needs of your neighbors' plants for sunlight. Do not plant tall crops in a way that will cause excessive shading to nearby plots.
35. Gardeners should provide and use their own tools. Hoses and watering equipment should be returned to their original location and in the same condition. Water shall be provided by the District and gardeners may tap into any faucets on-site. Gardeners are responsible for ensuring that taps are turned off when not in use. Failure to secure or properly turn off a tap may result in revocation of a gardener's license to garden in the community garden.

V. PLOT HOLDER RESPONSIBILITIES

- 36. Plots and adjacent pathways must be kept free of weeds, trash, and other debris at all times. Gardeners are responsible for cleaning their own plot and disposing of garbage and gardening debris in a safe, efficient manner.
- 37. Plot holders may be required to attend scheduled garden cleanups or to contribute to the well-being of the community garden in coordination with other volunteers.
- 38. Plot holders may not pay for someone else to garden their plot.
- 39. Plot holders may not use their plot for any profit-making venture.
- 40. Plot holders shall not cause damage to other plots, nor allow their guests to cause damage to other plots.
- 41. Smoking, alcohol use, or use of controlled substances are prohibited at all times while in or about the school grounds, including the community garden plots.
- 42. Pets are not allowed in the community garden.
- 43. Plot holders shall maintain liability and casualty insurance sufficient to cover any claims or damages arising from their use of the community garden
- 44. Plot holders shall not engage in any of the prohibited activities under Board Policy 5.3.
- 45. In compliance with Board Policy 5.32 use of school property for private business, for-profit activity, or personal gain is prohibited and all sales activity on school premises must have a clear school-related purpose and be approved by the Principal.
- 46. Failure to abide by the responsibilities outlined shall be grounds for immediate dismissal and access to the Community Garden.

VI. VIOLATIONS WARRANTING IMMEDIATE DISMISSAL

- 47. Fighting, use of obscene language or profanity, any conduct which disturbs the peace of the school, neighborhood, or the quiet enjoyment of other plot holders.
- 48. Theft of tools, and equipment.
- 49. Vandalism of tools, equipment and/or district property.

ADOPTED BY THE COVINGTON INDEPENDENT BOARD OF EDUCATION ON THIS THE ____ DAY OF JUNE, 2025.

**Tom Haggard, Board Chair
Covington Independent Public School District**