

PCEF Student Project Schoolyard Maintenance Requirements

Portland Public Schools requires that school communities maintain designated green schoolyard areas on school grounds.

Your school group will need to showcase that they have either 1) committed multiple school volunteers to year-round care of the schoolyard, 2) formed a partnership agreement with an organization to donate that work, or 3) fundraised to have a contractor care for the project greenspaces.

Prior to any new green schoolyard projects being implemented, the following items must be submitted:

- A site plan that outlines the green schoolyard areas of the school campus that the school community is currently maintaining.
 - A [Maintenance Agreement](#) signed by the principal and the school's Schoolyard Liaison. This agreement details the responsibilities associated with maintaining a school's green schoolyard.
 - A [Stewardship Annual Plan](#) that identifies the specific school community members that are conducting the various tasks necessary to maintain existing green schoolyard areas.
 - A Volunteer Transition Plan that identifies who the new leader will be of coordinating stewardship and maintenance if the current volunteer is no longer able to continue ahead of the current volunteer leaving.
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Best Practices on sustaining your school's green schoolyard

Build People Power

- Involve the community to grow a sense of stewardship!
- Maintenance cannot be a task for 1-2 people and is strongly discouraged to fall solely on student families.
- With school staff, teachers, and families frequently changing schools, PPS departments need to see a commitment to this space that will continue regardless of transitions.
- Each year your school must identify a Green Schoolyard Liaison, a contact person that PPS can get in touch with who is well informed about the site's green schoolyard elements.

Stewardship Work Party Events

- While students and teachers may conduct some basic maintenance as part of the school day, schoolyard maintenance work party events are usually necessary to conduct the maintenance and upkeep necessary to keep a green schoolyard thriving.
- These maintenance work party events serve as excellent opportunities to build community at schools.

Track your site

- Document what is going on in the green schoolyard so information can be passed down to the next generation of caretakers.
- Keep track of volunteer information, organized events, partnerships, planting plans, materials used, and underlying infrastructure.
- While you may choose to keep a "digital" folder/binder for this information, be sure to keep a hard copy of this information at your school site and make sure new members of your school community know where to find it.