

Decorating and Events Guidelines

There are four school/PTA-sponsored parties:

Halloween celebration - parade 8:30 - 9a, outdoors; parties follow directly and end at 10a sharp

Winter celebration - all-school assembly 8:30 - 9a; parties 9 - 10a

Valentine's Day celebration - 1:45 - 2:45p

Last day of school celebration - held on the last official day of the school year (this may be a snow make-up day); last hour of the day

Mount Carbon celebrates these events in a small way, not as over-the-top extravaganzas. Classroom decorations should not exceed 10 - 20% of the classroom environment. If celebrations begin to become over-the-top, school administration will make changes to room parents and/or party policies. Let's work together. For students to see equity, please coordinate with other room parents in the same grade level to ensure similarities between the parties/decorations.

FOOD

Check with your child's teacher for any food allergies or special needs a student may have. Per district guidelines, half of food served must be healthy choices. Food must be brought to school cooked and ready to eat. Using a griddle or other portable cooking device is prohibited. Crock pots are allowed, only for warming food.

DECORATION

- You may only decorate the classroom the night before a party from 2:45 - 5p. The main entrance, however, will be locked at 4p. Classroom decorations must be taken down immediately following a party.
- Bring decorating supplies from home. Classroom supplies should not be used.
- Decorating must be appropriate for the grade level. Absolutely no violence, blood, guts, gore, etc.
- Classrooms are educational settings - leave instructional areas alone. For example, covering the white boards with decorations interferes with classroom instruction.
- No use of confetti, snow or glass ornaments.
- Solid fabrics, plastic sheets, netting and artificial foliage may be used ONLY if pre-treated with a fire retardant. Two recommended brands of fire retardant are No Burn (www.noburn.com) and Fire-Shield (www.firechemicals.com).
- Place large items in common areas or large intersections that would allow for adequate clearance around them.
- When decorating, use ladders, not chairs or desks.
- DO NOT obstruct from view or operation any fire equipment. This includes, but is not limited to, fire alarm panels, sprinkler heads, hose connections, pull stations, horns and strobes, smoke detectors and fire extinguishers.
- Do not hang decorations in a manner where they can float, sway or otherwise move and trip motion sensors.

Special notes about lights

- Light strings, lighting decorations and electrical appliances must be listed by a recognized testing laboratory, appropriate for the intended use ("indoor tree-safe" versus "outdoor"), and in good condition (no cracked or loose sockets, frayed or bare wire, etc.).
- When hanging lights, do not use staples or nails that could crush or pierce the wire's sheath and insulation. Do not string lights through ceiling tiles; use hangers as recommended by the manufacturer. Do not link more than three strings of lights together in series or up to a total of 50 bulbs if they are screw-in type.
- Do your best to prevent use of extension cords. If they are used, do not overload extension cords by adding electrical adapters to them. Use only 12-gauge (or larger) cords, and place them in a cord protector to prevent crushing. Tape the cord protector to the floor to prevent movement and tripping.
- Do not leave decorative lighting on when the facility is not occupied.

The following items may NEVER be used in the building for seasonal decorating at a JPS facility:

- Real trees or other dead vegetation (once a plant is cut, it is considered dead vegetation even if still green).
- Lit candles or other open flame, lit lanterns (liquid fuel or candle).
- Lights with wattage greater than 60 watts or halogen lights.

About trees

- Artificial trees may be used if the manufacturer certifies they are treated with fire retardant.

- Metal trees are acceptable for use with lights if branches are composed of plastic or plastic-coated metal. If you have a metal tree with no plastic insulation, you **may not** place light strings or other electrified devices on it.
- Trees should be placed at least 3 feet from a heat source, must not block an exit (partly or wholly) and must be placed to allow a 72 inch clearance width in halls.