3120  SAFETY (CHRISTMAS TREES / HOLIDAY DECORATIONS)

The use of decorative trees and other holiday decorations in schools will be in accordance with state laws and local regulations set forth by the Duluth Fire Marshal.

1. **Restrictions on Natural Trees**
   a. Number allowed - one per school.
   b. Electric lights - not permitted.
   c. Placement - not permitted in any classroom; do not place near any heat source; select an area remote of exits and which does not alter or restrict normal traffic patterns.
   d. Stand - stable and filled with water; trees over nine feet must be tied at the top.
   e. Time limit - allowed in building a maximum of five (5) school days.

2. **Restrictions on Artificial Trees**
   a. Type - must be flame retardant.
   b. Number allowed - no limit.
   c. Lighting - only miniature, cool burning, UL labeled permitted.
   d. Placement - Select area/s remote of exits where normal traffic patterns are not restricted or altered; not allowed in classrooms with lights.

3. **Decorations**
   a. Natural evergreen branches are not permitted. If desired, use fire retardant artificial decorations and use them sparingly.
   b. Electric lights - not permitted (except as in artificial trees above and not in classrooms).
   c. Metal, or any type of decoration, will not be allowed near electric light fixtures.

4. **General Safety Rules**
   a. Fire Extinguishers - do not hide from view or hamper access to any fire fighting equipment or exit signs. Periodically review fire extinguisher locations and fire drill procedures.
   b. Candles or open flames - never allowed.

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