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## **Purpose/Background**

There may be present or desired for purchase, in a school facility or on school grounds, items intended for use in enhancing the learning environment that are, however, considered non-standard items. RVS strives to develop an optimal student learning and staff work environment within prescribed Building & Fire Code, and Occupational Health & Safety Standards.

A range of health and safety factors influence the jurisdiction's support or rejection of such items in Rocky View Schools' (RVS) facilities or on RVS grounds. This does not refer to non-standard items requiring alterations to the building/grounds, which must follow Administrative Procedure 5405 Alternations to School Buildings, School Grounds or Other Division Facilities.

## **Procedures**

1. Principals are to ensure that staff intending to purchase or bring non-standard items in the school facility or on school grounds, are informed of the necessary steps for approval.
2. Form AF5305 Request to Place Non-Standard Items in Schools must be completed and approved by the appropriate channels prior to purchase and/or placement of non-standard items in the school as per appendix A.
3. Principal and appropriate channels approval must consider the purchase, inventorying, monitoring, and maintenance of the non-standard item prior to an item being approved for use at the school. Decisions will be based in consideration of:
  - 3.1. Demonstrating sound pedagogical requirements with clear curricular, pedagogical, and preferably research-based need rather than want.
  - 3.2. Building safety and fire hazards, or the potential to create hazards.
  - 3.3. Health issues related to potential for dust, allergens, lice, cleanliness, and ease of cleanliness.
  - 3.4. Personal injury that could result from use of the item.
  - 3.5. Preferred vendors and contract requirements for purchase.
  - 3.6. RVS purchased items are not to be stored at a non-RVS maintained location, including a teacher's home, when not in use.
  - 3.7. School purchased assets must be inventoried, monitored, and maintained in the context of the availability of funds and supervision time required by delegated staff.
  - 3.8. Increased energy costs incurred by the jurisdiction related to the presence of non-standard items must be accounted for in school-based budgeting.
4. Principal approval will be made following the signature and comments of the Head Building Operator, OH&S Site Representative, Operations Department, Supply Management, Learning Department and Schools Department representative per appendix A.
5. If a non-standard item was approved, the health and safety standard of the item must be reviewed by the Principal each September.
6. Copies of completed form AF5305 are to be kept on file with the Principal, Head Building

Operator, and OH&S Site Representative.

7. After consultation with staff, any non-standard item or excessive accumulation of non-standard items, in any area of a school or facility, may be deemed unacceptable by the Principal, the Director of Operations, the Occupational Health & Safety Officer or the Legal and Risk branch under the criteria outlined in the purpose of this procedure, and may require removal.
8. Disposal of non-standard items will be at the cost of the school.

*Resources:*

- Education Act
- Internal Process: Guidelines for Non-Standard Items in Schools
- Form AF5305 Request to Place Non-Standard Items in Schools
- Caretaking Department Workflow
- Standards of Cleanliness
- Caretaking Levels of Service
- Preparation for Summer Cleaning
- Portable Heating and Cooling Devices Bulletin

**Appendix A**

Below is a chart of items that are considered non-standard. This is not an all-inclusive chart but will provide a background of some common non-standard items.

<b>Category 1 - Must be approved by Administration</b>		
<b>Item</b>	<b>Conditions</b>	<b>Concerns</b>
Aquariums	If required, for educational purposes. School maintained and responsible if leaks cause damage to facility.	Requires regular maintenance and cleaning; power consumption; requires care during holidays, convention, spring and summer breaks.
Candles/Open Flame	Only allowed if part of a curricular experiment	Fire Hazards, safety hazards, allergies and respiratory problems.
Holiday Trees	No cut real trees. Artificial trees permitted if proper cleaning and storage is provided	Fire Hazard; if not properly cleaned dust can create health issues.
Decorations	Classroom and exit doors cannot have flammable materials on it. Reference: <b>RVS Fire Safety Guide</b> found on MyRvs <a href="https://rockyviewschools.sharepoint.com/sites/myRVS/SitePages/OperationsAndCaretaking.aspx">https://rockyviewschools.sharepoint.com/sites/myRVS/SitePages/OperationsAndCaretaking.aspx</a>	Fire Hazards; obstruction to exits
Lanyards	All lanyards used by RVS, and on school board property, shall be of the breakaway type	Non-breakaway lanyards present a significant choking risk
Non-standard alternative lighting	Lighting levels are mandated by codes and industry standards to provide adequate light levels for the task. <b>Fluorescent light filters</b> for the ceiling lighting you must purchase the following standard to meet Alberta Fire code: <i>Educational Insights Classroom light Filters Model number EI-1230, EI-131, EI-1232</i> These can be purchased through Educational Insights site or Amazon. Purchase order or receipts must be kept on hand for proof of model number for Fire Inspector.	Fire Hazard; lower light levels can damage eyesight or cause eyestrain

	<p><b>Lamps designed for home use are prohibited in RVS facilities.</b> Commercial grade lamps can be purchase through Supply Management.</p> <p><b>Decorative light strings are not permitted in school except for Holiday lights during the Holiday season.</b> The light strings cannot be hung from ceilings or surface mounted in contact with any combustible material (e.g. poster board).</p> <p><b>RVS Fire Safety Guide</b> found on MyRvs <a href="https://rockyviewschools.sharepoint.com/sites/myRVS/SitePages/OperationsAndCaretaking.aspx">https://rockyviewschools.sharepoint.com/sites/myRVS/SitePages/OperationsAndCaretaking.aspx</a></p>	
Plants	<p>Must be hypoallergenic plants, maintained by the school or the Ambassador Plant Program.</p> <p>To learn more about the Plant Ambassador Program reach out to RVS Grounds Department</p>	<p>Poisonous plants; flowers and the scent can be bad for students with allergies; some plants can have pests; watering can damage surfaces (overflow); plant soil can generate mold.</p>
<b>Category 2 – Must be approved By Administration and HBO</b>		
<b>Item</b>	<b>Conditions</b>	<b>Concerns</b>
Extension Cords	<p>Must not use multiple in a chain, must not be plugged into a power bar and , must be secured and out of the way (not a tripping hazard)</p> <p>Reference: <b>RVS Fire Safety Guide</b> found on MyRvs <a href="https://rockyviewschools.sharepoint.com/sites/myRVS/SitePages/OperationsAndCaretaking.aspx">https://rockyviewschools.sharepoint.com/sites/myRVS/SitePages/OperationsAndCaretaking.aspx</a></p>	<p>Create tripping hazards; splitters can overload circuits and create fire hazards; cords must not be frayed or damaged.</p>
Fridges	<p>Only in foods labs, science prep rooms or sports rooms, never in any other classroom</p>	<p>Old fridges are a safety hazard; old fridges are significant power consumers; regular cleaning is required</p>
Microwaves	<p>Must only be in Foods Labs, lunch areas and staffrooms and must be monitored by an adult when in use</p>	

Portable Heaters/Portable Fans	If a portable heater or fan is necessary, please reference RVS Standards. Resource: <a href="https://rockyviewschools.sharepoint.com/sites/myRVS/SitePages/Health-and-Safety-Bulletins.aspx">https://rockyviewschools.sharepoint.com/sites/myRVS/SitePages/Health-and-Safety-Bulletins.aspx</a>	Power consumption; ensuring the unit is safe; who makes sure the unit used safely (fire hazard if close to combustible material); burn hazard to students; fire hazard if left on while unattended
<b>Category 3 – Must be approved by Administration and Purchased through Supply Management</b>		
Area Rugs	Must be purchased through Supply Management	Needs to be fire rated, antibacterial, vacuumed, and cleaned regularly
Cabinets	Must be purchased through Supply Management	Can become too close to ceilings and fire sprinklers; Occupational Health and Safety issue about safe lifting; unstable shelving that is improperly stacked. If applicable must be secured to the wall by Operations department
Exercise Equipment	Must be purchased through Supply Management Only in fitness rooms or as required by Student Services	Maintenance of equipment; safe use of equipment; lack of space.
Teacher Desk	There should only be one teacher desk per adult in a classroom Must be purchased by Supply Management	Classroom space
Toys	If adds value to curriculum Contact Supply Management for Kindergarten Supply list and purchases	Physical hazards, choking hazards, cleanliness, housekeeping
Water Filters/Coolers	Must be purchased through Supply Management (School maintained, with cleaning and inspection service)	Maintenance of equipment; safe use of equipment; lack of space.

Window Treatments	Must be purchased through Supply Management	Damage to building; unapproved materials may be a fire hazard or safety hazard.
<b>Item</b>	<b>Conditions</b>	<b>Concerns</b>
Humidifier, air purifier, de-humidifier	Must follow the RVS Indoor Air Quality Handbook <a href="https://rockyviewschools.sharepoint.com/sites/myRVS/SitePages/HealthSafety.aspx">https://rockyviewschools.sharepoint.com/sites/myRVS/SitePages/HealthSafety.aspx</a>	Creates a health hazard if not maintained; power consumption; disrupts Building systems; affect others health
Wall Mounted Tackboards Whiteboards	Must be purchased and installed by Operations Department Reference: <b>RVS Fire Safety Guide</b> found on MyRvs <a href="https://rockyviewschools.sharepoint.com/sites/myRVS/SitePages/OperationsAndCaretaking.aspx">https://rockyviewschools.sharepoint.com/sites/myRVS/SitePages/OperationsAndCaretaking.aspx</a>	Fire hazard/fire code prevents more than 20% wall area covered
<b>Category 4 – Must Follow Administrative Procedure for approval</b>		
Air Conditioning Units	Must follow AP5405 - Alterations to school buildings or School Grounds	Power consumption, Fire Hazard.
Animals	Only for educational purposes  Reference: AP 172 – Comfort Dogs in School AP 492 – Service Dogs, Therapy Animals and Pets in the Workplace.	Concerns: allergies; other health issues (diseases carried by animals, salmonella, etc.); safety of students; health and safety of the animal; who looks after an animal; who will clean up after an animal; procedures if an animal dies while in the classroom (disposal, emotion of students); fear of animals.
Painting or otherwise	School staff parents, or volunteers are not to alter anything in a building (including painting walls, ceilings, ceiling tiles or floors).	Damage to building; Fire Hazards



altering surfaces	Reference: AP5405- Alterations to school buildings or School Grounds	
<b>Category 5 – Prohibited Items</b>		
Ceiling Mobiles	Not permitted	Fire Hazard, Trips alarm system; damage to ceiling.
Scents – Air Fresheners (Electric or non- electric) and diffusers	Not permitted	Scents or products with odors can affect people with allergies, migraines, and asthma