

**THE RYE CITY SCHOOL DISTRICT  
RYE, NEW YORK**

**7500**

**NAMING SCHOOL BUILDINGS AND DISTRICT FACILITIES  
INCLUDING RELATED OFFICIAL DOCUMENTS, BUILDING PLAQUES  
AND COMMEMORATIVE CEREMONIES**

New School Buildings and District Facilities

New school buildings and District facilities in the Rye City School District normally will be named for the geographic area of the community in which they are located (such as the present Milton Elementary School, Midland Elementary School and Osborn Elementary School), and will include an elementary school, middle school or high school designation (such as the present Rye Middle School and Rye High School).

A new school may be named for a person who has made a significant contribution to the Rye City School District, the City of Rye, the State of New York or the United States of America.

When planning of a new school building begins, the Board of Education will appoint an advisory committee and will assign it the responsibility to develop and present to the Board a list of recommendations for a school name. The committee may choose its own method of selecting a name; however, recommendations normally will be sought from the community at large, school related organizations, faculty and staff and the student body. Normally, names will be submitted to the Board of Education prior to the completion of preliminary plans for construction of the facility. The committee is expected to support any name presented with background material and justifications for the names recommended for consideration by the Board of Education. The Board of Education will determine the name of any new school building or District facility.

Additions to Existing School Buildings and District Facilities

An addition to or a newly rehabilitated/remodeled area of an existing school building or District facility may be named for a person who has made a significant contribution to the Rye City School District, the City of Rye, the State of New York or the United States of America.

The naming process in this instance is the same as that for new school buildings and District facilities enumerated above.

Existing School Buildings and District Facilities

Pre-existing areas of school buildings and District facilities (generally common, public areas of school buildings such as auditoriums, cafeterias, gymnasiums, fields, multipurpose rooms, stadiums, etc.) may be named for a person who has made a significant contribution to the Rye City School District, the City of Rye, the State of New York or the United States of America through the same process noted above.

Official Documents

Blueprints, working drawings, school letterhead and all official documents pertaining to the school building or District facility shall bear the official school name or District facility name.

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Building Plaques

Dedication plaques pertaining to new school buildings and District facilities and additions to existing school buildings and District facilities are the responsibility of the Board of Education. Building plaques shall list: the Board of Education members and the Superintendent of Schools in office at the time bids were awarded; and the architect, engineers and prime contractors engaged by the District in the construction of the facility.

Dedication plaques pertaining to existing school buildings and District facilities (such as the naming of a common, public area of a school building or District facility) are the responsibility of the organization seeking such designation.

Commemorative Ceremonies

Commemorative ceremonies relating to new school buildings and District facilities and additions to existing school buildings and District facilities are the responsibility of the Board of Education.

Commemorative ceremonies relating to the naming of pre-existing areas of school buildings and District facilities (i.e.: common, public areas of facilities such as auditoriums, cafeterias, gymnasiums, fields,, multipurpose rooms, stadiums, etc.) are the responsibility of the organization who sought and obtained Board of Education approval of such designation. It is expected that any ceremony be conducted in good taste and be acceptable to the expectations of the audience attending such a ceremony.

In each of the situations above, District Procedure 7500-P (as attached) will govern the creation and placement of and financial responsibility for building plaques and commemorative ceremonies.

*Reference: Plaques and Signs Procedures 7500P*

Adoption Date: October 3, 1989

Policy Revision Adoption Date: January 14, 1997

**7500-P**

**(PROCEDURE FOR POLICY 7500)**

- A.** When the District initiates a program or project and determines that a sign or plaque is warranted to commemorate it, the superintendent, other administrator involved (e.g. Principal, Director of Athletics), director of buildings and grounds, and coordinator of public information work together to design and implement the production of the sign or plaque which is paid for by the District.

Historical Examples

Midland New York State School of Excellence plaque  
Osborn New York State School of Excellence plaque  
Milton New York State School of Excellence plaque  
Lettering signage outside each school building  
Dean Flood Fitness Center plaque at Rye High School  
Middle School Addition/Alterations plaque  
High School broadcast booth dedication plaque

- B.** When a community organization, group of residents, alumni or other school-related parties request creation and placement of a sign or plaque for the exterior or interior of any building to be paid for by a budget other than that of the District, the same group of persons as in A. above collaborates on its production and placement, as appropriate, with a representative of the group presenting the sign or plaque.

Historical Examples

Osborn exterior U.S. Department of Education School of Excellence sign  
Dean Flood Fitness Center entrance dedication sign  
John Nugent Stadium re-dedication plaque  
Robert Hemberger Rye Performing Arts Center plaque  
Clifford Clinton Gymnasium dedication plaque

These procedures ensure that presentation is consistent and in keeping with existing District plaques and signage.

- C.** Recommended procedures regarding plaques and signs, whether sponsored by District or by outside organization:
1. Study committee comprised of individuals named in A. Above meets to determine wording, art, logo or symbol design, and placement. When outside organization is providing plaque or sign, representative from that group presents to District committee. Superintendent reflects Board of Education opinion to committee.
  2. Sign or plaque is designed.
  3. Bids are obtained when paid for by district.

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4. When sign is exterior, plans are presented to the Rye City Architectural Review Board.

5. Sign or plaque and costs, where applicable, are subject to final approval by the Board of Education.
6. When appropriate, ceremony is planned to celebrate the event and presentation of the plaque or sign (e.g. Osborn all-school assembly for street-placed sign; dedication program for Middle School plaque). When contributed by an outside organization, plans for commemoration are presented to the District (e.g. Hemberger plaque, Deane Flood Fitness Center plaque and sign, Clinton gymnasium plaque and ceremony) for approval.

6/14/94

Revised: 1/14/97