

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

7500-P

**PROCEDURES FOR PLAQUES AND SIGNS
(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.
(continued)

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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