



Norwalk Public Schools
Norwalk, Connecticut
Board of Education
Norwalk, CT

**BOARD OF EDUCATION
POLICY COMMITTEE SPECIAL MEETING**

Committee Chairperson, Heidi Keyes

Thursday, May 11, 2017

5:00 PM

Room A322

(City Hall - 3rd Floor)

AGENDA

1. Call to Order
2. Policy and Procedures Design for School Signs- Review and Possible Action
3. Adjourn

Community Relations

Exterior School Signage Policy

Purpose

The Board of Education (Board) recognizes that public schools must define and display their school identity to members of the neighborhood and larger community. One of the easiest and most effective ways to do so is through exterior school signage. It is important that the District allows schools the flexibility and autonomy necessary in deciding the design features of their school's signage. Signage must not interfere with the educational program but should serve to showcase the school's core values, symbolize the school's uniqueness or theme. Exterior signage may also provide basic information to the passersby. Schools shall not go about adding or modifying exterior signage, except as provided by this policy.

1. All initial requests for adding or changing existing school signage must be voted on by the school governance council, submitted to the appropriate Principal for review and approval, and approved by the Superintendent or his/her designee prior to the launch of any design work.
2. The district's Facilities department must be included in the process of adding or changing any exterior school signage.
3. The request to design and place an exterior school sign must include a description of the location requested, an accurate color and graphic representation of the sign with size and materials indicated and must be voted on by the school governance council, submitted to the appropriate Principal for review and approval, and approved by the Superintendent or his/her designee
4. The approved project must then be forwarded to the City's Zoning Office for final approval. All exterior school signage must meet the municipality's signage code.

Policy Adopted: _____

NORWALK PUBLIC SCHOOLS