

NEW CONSTRUCTION: DESIGNING

SCHOOL SIGN DESIGN - MARQUEE

I. PURPOSE

- A. TO ESTABLISH PROCEDURES FOR THE DESIGN AND INSTALLATION OF NEW SCHOOL MARQUEE SIGNS AND/OR CHANGES TO EXISTING SCHOOL MARQUEE SIGNS FOR THE BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS).
- B. NO MARQUEE SIGN WILL BE INSTALLED ON BCPS PROPERTY UNLESS:
  - 1. IT HAS BEEN SUBMITTED FOR REVIEW BY THE DEPARTMENT OF PHYSICAL FACILITIES; AND
  - 2. IT HAS BEEN AUTHORIZED BY THE SUPERINTENDENT FOLLOWING SUCH REVIEW.

II. PROCESS

- A. ALL PROPOSALS FOR THE INSTALLATION OF NEW SCHOOL MARQUEE SIGNS AND/OR CHANGES TO EXISTING SCHOOL MARQUEE SIGNS SHALL BE DIRECTED TO THE ATTENTION OF THE EXECUTIVE DIRECTOR, DEPARTMENT OF PHYSICAL FACILITIES.
- B. THE DEPARTMENT OF PHYSICAL FACILITIES WILL:
  - 1. REVIEW ALL PROPOSALS FOR APPROPRIATE DESIGN, INCLUDING SIZE, STYLE, COLOR, SHAPE AND OTHER PHYSICAL CHARACTERISTICS.
    - a. ALL ATTEMPTS WILL BE MADE TO COORDINATE THE DESIGN OF THE SCHOOL MARQUEE SIGN WITH THE DESIGN OF THE SCHOOL BUILDING AND TO ENHANCE AND CONSERVE THE ATTRACTIVENESS OF NATURAL, LANDSCAPED AND BUILT ENVIRONMENTS IN THE SCHOOL AND COMMUNITY.
  - 2. PROVIDE A COST ANALYSIS OF THE PROPOSAL, INCLUDING PURCHASE/ CHANGE , INSTALLATION, AND MAINTENANCE COSTS.
  - 3. ENSURE THAT ALL SIGNS COMPLY WITH BOARD OF EDUCATION POLICIES AND MEET ALL LOCAL ORDINANCES AND SIGN CODES.
  - 4. REJECT AND/OR MODIFY ANY PROPOSALS.

- 5. COLLABORATE WITH PRINCIPAL ON COMMUNICATION PLAN WITH SCHOOL COMMUNITY.
- C. AFTER THE REVIEW PROCESS HAS BEEN COMPLETED, THE DEPARTMENT OF PHYSICAL FACILITIES WILL FORWARD ITS RECOMMENDATION TO THE SUPERINTENDENT FOR FINAL APPROVAL AND AUTHORIZATION.

III. INSTALLATION

- A. MARQUEE SIGNS WILL BE INSTALLED IN COMPLIANCE WITH APPROVED PROPOSALS.
- B. THE DEPARTMENT OF PHYSICAL FACILITIES WILL:
  - 1. OVERSEE THE DESIGN, PLACEMENT, AND INSTALLATION OF ALL MARQUEE SIGNS.
  - 2. COLLABORATE WITH THE SCHOOL PRINCIPAL, KEEPING HIM/HER ADVISED OF ALL PHASES OF SIGN INSTALLATION.

IV. DONATED SCHOOL MARQUEE SIGN

- A. SCHOOL MARQUEE SIGNS FUNDED BY PRIVATE DONATIONS SHALL COMPLY WITH ALL BOARD OF EDUCATION POLICIES.
- B. A SCHOOL MARQUEE SIGN FUNDED BY PRIVATE DONATIONS SHALL NOT INCLUDE THE DONOR'S NAME(S) OR LOGO(S).

V. OWNERSHIP

BCPS SHALL RETAIN ALL RIGHTS OF OWNERSHIP TO MARQUEE SIGNS UPON COMPLETION OF INSTALLATION.

RULE  
APPROVED:

SUPERINTENDENT OF SCHOOLS