

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2225-1
SUBJECT: PLACEMENT OF MEMORIAL PLAQUES IN DISTRICT FACILITIES	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 10/30/80; 10/24/86; 08/01/96 <hr/> PREPARING OFFICE: SUPERINTENDENT

I. PURPOSE:

To provide a uniform procedure for placement of memorial plaques in district facilities.

II. PERSONNEL AFFECTED:

The director of central services and facilities planning will be responsible for the implementation of the placement of a memorial plaque in district facilities according to Board policy and these procedures.

III. NEW STRUCTURE:

- A. All new structures exceeding 10,000 square feet will have a permanently installed memorial plaque placed in a prominent location within the newly constructed facility.
- B. Memorial plaques will be imprinted upon a material which is compatible with the decor of the building.
- C. The date appearing on the plaque will be the year in which the Board accepts the new structure.
- D. The Board members' names appearing on the plaque will be the names of those who participated in the letting of the original contract, the superintendent of schools, the architectural firm, and the major contracting firms.
- E. The names of Board members shall be arranged alphabetically without indicating the officers of the Board.
- F. Names will not be preceded by a title, but the abbreviation of an academic degree may follow the name and be preceded by a comma.

IV. ADDITIONS TO EXISTING STRUCTURES:

- A. When a new portion exceeding 10,000 square feet is added to an already

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Revisions: 10/30/80; 10/24/86

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existing structure, the existing plaque will remain if permanently installed, and an additional plaque will be placed in the new portion of the building.

If the existing plaque is not of a permanent nature, the information will be incorporated into the new plaque, so a complete history of the structure will exist.

- B. Memorial plaques will be imprinted upon a material which is compatible with the decor of the building.**
- C. The date appearing on the plaque will be the year in which the Board accepts the new portion of the structure.**
- D. The Board members' names appearing on the plaque will be the names of those who participated in the letting of the original contract for the addition, the superintendent of schools, the architectural firm, and the major contracting firms.**
- E. The names of Board members shall be arranged alphabetically without indicating the officers of the Board.**
- F. Names will not be preceded by a title but the abbreviation of an academic degree may follow the name and be preceded by a comma.**