

MEHLVILLE SCHOOL DISTRICT GUIDELINES FOR NAMING OF FACILITIES

I. Naming Facilities

The official naming of new schools by the Board of Education will occur after the following procedure has been completed:

- A. The Board of Education will appoint a committee of parents, teachers, staff, administrators and a student to serve as the District's Screening Committee.
- B. Each school will select a Local Committee with representatives from the PTO, Mothers' Club , faculty and staff. The principal will serve as the chairperson.
- C. Applications to "Name the New School" will be made available to all students, parents, employees and interested residents of the Mehlville School District who wish to submit a suggested name for the new school.
- D. Completed applications will be returned to local building principals. The Local Committee will review all applications submitted and select three names they feel most appropriate for consideration. These names will be submitted to the District Committee for review.
- E. After reviewing the names submitted by the Local Committees, the District Committee will select five names for consideration by the Board of Education. Reasons will be given why the name was chosen for the school.

II. Naming of Existing Facilities

Any school or community group wishing to name or rename an existing facility or any portion thereof shall submit in writing to the Superintendent the proposed name and reason(s) for change. The request, along with the specific rationale, will be submitted to the Board of Education for consideration.

III. Names to be Considered Must Fall Within the Following Criteria

School names to be selected from the following areas: presidents, statesmen and heroes of national fame; presidents, governors, statesmen and heroes of Missouri fame; national and local educators; community and civic leaders; and community locations and streets.