

**TERRELL COUNTY BOARD OF EDUCATION**  
**Naming of Facilities**

**Descriptive Code: FDC**  
**Issue Date: 3/14/2011**  
**Rescinds Code:**  
**Issued:**

**NEW FACILITY**

When a new facility is constructed, the Board of Education shall name the facility. It may opt to involve students and/or school and community groups in the process.

**EXISTING FACILITY**

Naming an existing facility or a part thereof to honor an individual, shall occur only on those unusual occasions when extraordinary circumstances clearly dictate that it is appropriate.

The following provisions shall be met where applicable:

- No facility or part thereof shall be named for an employee or former employee unless the following three guidelines are met:
  - a) the nominee is deceased or has been retired from service in the Terrell County Schools for a minimum of five years
  - b) the nominee has provided service to the local school system that promoted the mission of the Terrell County Board of Education
  - c) the nominee was employed the Terrell County Board of Education for a minimum of five consecutive years or 10 cumulative years.
  
- The process of naming a facility may be initiated by:
  - a) the Superintendent or Board Member
  - b) any citizen of Terrell County, but must be supported through individual letters of support by adults in the community. Individual letters of support equivalent to a minimum of ten percent (10%) of the student population of the affected school shall accompany the request.

The Board of Education shall consider each request based on its individual merits before accepting or denying the recommendation.