



**Pembroke Public Schools**  
**School Committee Policy Manual**

**SECTION F**

**Facilities Planning and Development**

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**POLICY FCB: RETIREMENT OF FACILITIES**

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building should be considered for a comprehensive closing study. The Superintendent will recommend to the School Committee, which facilities appear to justify further analysis.

The School Committee may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. This will permit the public, which originally acquired the property, to benefit from its recycling or retirement.

A closing study will include direct involvement by those neighborhoods considered in the study and will be concerned with all or some of the following factors:

1. Age and current physical condition of the facilities, its operating systems, and program facilities
2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions
3. Reassignment of children, including alternative plans according to Committee policy
4. Transportation factors, including numbers of children bused, time, distance, and safety
5. Alternative uses of the building
6. Cost/Savings
  - a. Personnel
  - b. Plant Operation
  - c. Transportation
  - d. Capital Investment
  - e. Alternative Use
7. Continuity of instructional and community programs

SOURCE: MASC

1<sup>st</sup> Read: November 7, 2023

2<sup>nd</sup> Read and Adoption: November 28, 2023



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**POLICY FF: NAMING FACILITIES**

For the purpose of this policy, school district facilities are defined as all interior portions of school buildings, grounds, or portions of grounds owned by Pembroke Public Schools.

Naming a school district facility is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, temporary popularity or grieving a death should not be an influence in choosing a name for a school district facility.

The Pembroke School Committee (PSC) prefers to name school district facilities for physical locations, geographical areas consistent with the current names of all active Pembroke public school buildings, and/or groups of significance or distinction (i.e. “Veterans,” “Alumni”, etc.).

Occasionally, a portion of school district facilities may be named for an individual who is significant to our community or a distinguished local, state or national leader whose name will lend dignity and stature to the school. Consideration of naming a school district facility for an individual will be given no sooner than 5 years from the end of their service to the community. In the case of a deceased individual, a full 5 year waiting period will be required from the time of death.

The following procedure will be used when proposing that a portion of a school district facility is named for an individual(s):

1. The proposal will detail in writing the contributions to society and to the Pembroke Public Schools in particular that the individual has made.
2. The proposal to name a school district facility or a portion of a school district facility will be submitted in writing to the chairman of the school committee for placement on the school committee agenda as a first reading.
3. After discussion and acknowledgement of the first reading of the proposal, a second reading will be scheduled where action will be taken.
4. Should the school committee vote to name the school district facility or portion of a school district facility for the proposed individual(s), the written proposal will be added as an appendix to this section of the Pembroke School Committee Policy Manual.
5. The plaque displaying the named portion of the school district facility will not exceed 8” x 10” and will give a brief overview of the individual’s contributions to the community. All plaques will be uniform in style, size and quality and will be provided by the school department.
6. A school district facility or a portion of a school district facility will not be named in exchange for a monetary gift.



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1<sup>ST</sup> Reading: October 3, 2011

2<sup>nd</sup> Reading: November 1, 2011

**ADOPTED: November 1, 2011**



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**POLICY FFA: COMMEMORATION**

The Pembroke School Committee (PSC) recognizes that the process of commemorating the death of anyone in the school community is an extremely important part of healthy grieving. Bringing people together to discuss how to make meaning of loss allows for necessary reflection. The PSC also recognizes that loss is a very personal and emotional time, and believes that careful and thoughtful consideration must be given to respect the individual ways in which people experience loss.

The primary function of the Pembroke Public Schools (PPS) in the time of a loss is to support students, faculty and school community members with their grief. Based upon expert knowledge of the effects of traumatic exposure, as well as the complexity of school systems and school populations, daily reminders of loss do not promote a healthy and healing environment that is conducive to learning for students or staff. The PSC recommends that those looking to create permanent memorials look to the larger community to make the commemoration a community memorial. Being in the community, friends and families have the choice to visit or not, as opposed to schools where attendance is not a choice for the majority of those who attend. Community memorials also have the benefit of allowing for more than just students to be remembered, and may be extended to all members of the community who have suffered loss.

Memorial “markers” and other symbolic commemoration objects will not be permanent in any PPS building or on any PPS grounds. A permanent memorial would be any planting, building, plaque, or other noticeable expression that remained on the grounds, property or somehow affixed to a building for more than two weeks time, and/or one that any reasonable individual would consider the ongoing reminder and/or acknowledgement of the loss of life of the individual(s) the memorial is meant to recognize.

Given the above rationale and existing research of the effects of memorials on student populations, the PSC has established the following guidelines and procedures for commemoration and temporary memorials:

1. Commemoration activities need to be appropriate to the individual who died, and “one size does not fit all;” however, no life is more important than any other and the PSC expects commemorations to be equitable in nature;
2. If the death is a suicide, there are a number of special considerations, most importantly the task of avoiding the glorification of the student who died;
3. In commemoration, the process is more important than the product. Students must fully participate in the process, and the end result must be focused on helping students cope with their grief;
4. Temporary memorials may be established for the purpose of providing students the opportunity to express themselves and to cope with their grief. An initial memorial site where students and staff and community members may place flowers, poems, pictures, and other items may be located in an area where those who wish not to be reminded can



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easily avoid that location, while others have easy access. It is to be temporary and removed when deemed appropriate by school officials.

5. All commemoration activities must be approved in advance by the superintendent.

As part of the community, PPS wishes to help students, staff and the school community grieve in a healthy manner. However, the schools are institutions for learning and the teaching of our children. As such, they should not become a means to express permanent grief, but will always be part of the communal grieving process.

**Adopted December 19, 2007**