



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Miscellaneous**

SUBJECT: **Use of American Flag and California State Flag**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing display of the American flag and the California state flag in schools, the playing of the national anthem at school events, and the saying of the Pledge of Allegiance.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies F-1000 and F-1200; California Education Code §33031, 52720; California Government Code §430-439; Public Law 77-623; 4 US Code §8 (Flag Code).
2. **Related Procedures:**
Acceptance of Donated Services 9302

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Legal Services Office.
2. **Employee Responsibility.**
 - a. Principals:
 - (1) Ensure that the American flag is displayed at schools according to 4 US Code §8 (Flag Code) and rules outlined in C.3.
 - (2) Assign to the site building services supervisor duties involved in handling and displaying the American flag outdoors.
 - b. Teachers:
 - (1) Instruct students in the principles of a free government and the rights, duties, and dignity of American citizenship.
3. **Display of the American and California state flags.**
 - a. **School days.** The American flag and the California state flag below it shall be flown from the main (district) flagpole at each school/site every school day, weather permitting. The flag should not be displayed out-of-doors when the weather is inclement. Any additional flags should be flown below these flags. The principal/site administrator may decide if an additional flag is appropriate.
 - b. **Open-air events.** The American flag and the California state flag below it shall be prominently displayed during the day at all games and performances that take place at a coliseum, stadium, bowl, or any other open-air site.
 - c. **After dark.** It is the universal custom to display the flag only from sunrise to sunset on buildings and stationary flagstaffs in the open. However, the flag may be displayed at night upon special occasions to produce a patriotic effect.

- d. **Required days.** If school is in session, display of the flag(s) may be assigned to the site custodian. If school is not in session, site funds can be used to provide custodial overtime for holiday flag-raising. If community members or other groups express interest in raising the American flag at schools, sites may make arrangements for such volunteer efforts (Administrative Procedure 9302). If a holiday falls on Sunday, flags shall be flown on the following Monday. If a holiday falls on Saturday, flags shall be flown on the preceding Friday. State law requires the flag to be flown on:
- (1) Veterans Day (November 11)
 - (2) Martin Luther King, Jr. Day (third Monday in January)
 - (3) Lincoln Day (February 12)
 - (4) Washington Day (third Monday in February)
 - (5) Memorial Day (last Monday in May) – the flag shall be flown at half-staff after sunrise until noon, but at full-staff in the afternoon
 - (6) Independence Day (July 4)
- e. **Auditorium flags.** The flag shall be placed on a standard to the right of the stage in each school auditorium (i.e., to the speaker's right as he/she faces the audience). If the flag must be placed elsewhere on the platform, it should be on the right of the audience as they face the platform.
- f. **Classroom flags.** Each classroom shall have its own flag.
4. **Music protocol.**
- a. *Call to Colors* or *The Star Spangled Banner* is suitable for flag-raising. Whenever *The Star Spangled Banner* is played, everyone should sing the words.
 - b. The audience should stand at attention, with men/boys removing their headgear.
 - c. At the conclusion of *Call to Colors* or *The Star Spangled Banner*, there should be no cheering or applause.
5. **Flag exercises.**
- a. In each elementary classroom, the Pledge of Allegiance to the flag shall be given daily, followed by singing of an appropriate patriotic song such as *The Star Spangled Banner*, *America*, or *America the Beautiful*. Teachers, staff and students may abstain from participation in the Pledge of Allegiance for personal reasons.
 - b. In each secondary school, appropriate patriotic exercises shall be conducted daily. (Education Code §52720) Reciting the Pledge of Allegiance satisfies this requirement. If the pledge is not given, the manner of complying with the Education Code is the responsibility of the site principal/administrator. Teachers, staff and students may abstain from participation in the Pledge of Allegiance for personal reasons.

6. **Flag instruction.** Appropriate instruction shall be given throughout the school term; appropriate exercises or activities shall be held during the last week of the school year.
7. **Honoring deceased persons.** The American flag and the state flag will be flown at half-staff in reverence of certain national, state and local persons. The two flags are considered to be one entity for the purposes of this procedure.
- a. **Proclamation and designated authority.** In most instances the President of the United States proclaims a period of mourning for national figures, the governor does the same for the state, and County Board of Supervisors for the county, the mayor for city personnel, the Board of Education or the superintendent for the district, and the principal for a school.
- b. **Method of raising and lowering the flag.** When the flag is raised, it shall be hoisted to the top then lowered to half-staff. When the flag is lowered at the end of the day, it should again be raised to the top and then lowered. When the flag at half-staff will be within reach of students, it should be secured out of reach between half-staff and the top.
- c. **Timetable for flying the flag at half-staff.**

Government Branch	Person	When	How Long
National	President of the United States or former president	Upon announcement of death	30 days
	Vice president, chief justice, or retired chief justice, or speaker of the house	Upon announcement of death	10 days
	Cabinet members, former vice presidents, senators, representatives, Supreme Court associate justices, and certain other officials	As soon as proclamation covering period of mourning is made	As announced, normally until interment
State and Local	Governor, lieutenant governor, member of County Board of Supervisors, or mayor	As soon as proclamation covering period of mourning is made	As announced, or if not announced, until interment
	Other officials or persons as proclaimed by governor, County Board of Supervisors, or mayor	As soon as proclamation covering period of mourning is made	Until interment
School District	Board of Education member or district officer	As soon as proclamation covering period of mourning is made (may apply to all)	Until interment

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EFFECTIVE: 1-29-62

REVISED: 12-1-14

Government Branch	Person	When	How Long
		district facilities or to Education Center only)	
	Student or staff member (at site administrator's discretion)	Upon notification of death	Until interment

- 8. **Acquisition of flags and related materials.** Flags may be ordered by special request; contact the Strategic Sourcing and Contracts Department for vendor referral.
- 9. **Cleaning of the flag.** A United States flag may be mended, washed, or dry cleaned.
- 10. **Disposing of the flag.** The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified manner, preferably by burning. (4 US Code §8)

D. IMPLEMENTATION (See Section C.)

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



 General Counsel, Legal Services
 As to form and legality

H. ISSUED BY



 Chief of Staff