

**Administrative Procedures for Opening Exercises/Flag Displays**  
(Attachment for Policy No. 807)

**Purpose**

The purpose of these Administrative Procedures is to effectuate Policy 807 - Opening Exercises/Flag Displays, which mandates that School District of Philadelphia (“District”) schools follow state and federal laws concerning United State flag displays and opening exercises while respecting the rights of individuals. These Administrative Procedures are primarily directed to Principals and their Building Engineers assigned to the school building.

**Definitions**

**Opening Exercises:** Opening exercises include but are not limited to a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem. Opening exercises may also include a brief period of silent prayer or meditation. Opening exercises can be counted as instructional time.

**Flag:** United States flag

**Procedures**

**Flag Display**

*Guidelines:* As a general rule, United States flags displayed in classrooms should be placed in locations that are visible to those inside the classroom. Guidance for appropriate display of the United States flag can be found within the [United States Flag Code](#). For any questions about appropriate flag display, please contact the Office of General Counsel. Do not dispose of a United States flag without first contacting the Facilities Support Desk at (215)-400-5172.

*Building Engineer’s Responsibility:* The Building Engineer is responsible for appropriately displaying the flag at or near the school building in accordance with the United States Flag Code.

*Principal’s Responsibility:* The Principal or their designee is to provide every classroom with flags for display. The Principal is to indicate completion of this task in the annual New School Year Opening Checklist. If the school does not have a sufficient number of classroom flags, then the principal may contact their Building Engineer to replenish their supply. For exterior flags, the Building Engineer may contact the Facilities Support Desk at 215-400-5172.

*Teacher’s Responsibility:* Classroom teachers are to request a flag to display from the Principal if they are not otherwise provided with one. Teachers shall place the flag in a location within their classroom that is visible to those inside the classroom.

### Opening Exercises

Policy 807 directs District schools to provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem. Opening exercises may also include a brief period of silent prayer or meditation. Silent prayer or meditation shall not be conducted as a religious service or exercise.

Students and staff may decline to recite the Pledge of Allegiance or National Anthem and/or decline to salute the flag on the basis of personal belief or religious conviction. Students and staff shall respect the rights and interests of others, regardless of whether they choose to participate or not.[1][2]

*Principal's Responsibility:* The Principal is to identify and then schedule a time of day in which daily opening exercises occur for their individual school. The identified system and procedure is to be included in their individual school's Staff Handbook and Student Handbook and reviewed at the beginning of each year.

*Teacher's Responsibility:* The classroom teacher is responsible for informing students of the expectations related to opening exercises, as well as the rights of all students regarding their participation or lack thereof in opening exercises.

### **Maintenance Schedule**

These Administrative Procedures will be reviewed upon review of the Policy, or upon the occurrence of a triggering event.

### **Legal References:**

1. 24 P.S. 771
2. 22 PA Code 12.10

### **Related Information:**

[24 P.S. 771](#)

[Pennsylvania Department of Education: Instructional Time and Act 80 Exceptions](#)  
[United States Flag Code](#)