

## Superintendent's Regulation 4311.1-R

DS  
Approved upon Superintendent's Initials

7-2-2024  
Date

### DISPLAY OF THE FLAG REGULATION

#### *Flags Displayed Out-of-Doors and on Movable Hoists Indoors*

A United States flag shall be displayed in front of every school building in the district every day that school is in session and at such other times as the Superintendent of Schools shall direct. Unless otherwise stated, the flags shall be flown at full staff. The flags may also be displayed at night upon special occasions, at the discretion of the Superintendent of Schools, when it is desired to produce a patriotic effect.

In addition to days when school is in session, the flags will be displayed on the following days: the first day of January, known as New Year's day; the third Monday of January, known as Dr. Martin Luther King, Jr. day; the twelfth day of February, known as Lincoln's birthday; the third Monday in February, known as Washington's birthday; the last Monday in May, known as Memorial day; the second Sunday of June, known as Flag day; the fourth day of July, known as Independence day; the first Monday in September, known as Labor day; the third Friday in September, known as National POW/MIA Recognition day, except if such date of commemoration cannot be observed due to a religious holiday, such observances shall then be conducted on the second Friday in September; September eleventh, known as September 11th Remembrance Day; the second Monday in October, known as Columbus day; the eleventh day of November, known as Veterans day; the fourth Thursday in November, known as Thanksgiving day; the seventh day of December, known as Pearl Harbor day; and the twenty-fifth day of December, known as Christmas day, and if any of such days except Flag day is Sunday, the next day thereafter; each general election day, and each day appointed by the President of the United States or by the Governor of New York as a day of general thanksgiving or for displaying the flag.

Flags shall be flown at half-staff on Pearl Harbor Day, on days commemorating the death of a personage of great importance, and on days designated by the President or the Governor.

The flags shall fly at half-staff to commemorate the death of a present or former board member, present employee or student.

1. Upon the death of an employee, Principals, Central Office Department Supervisors, and other appropriate administrators will immediately notify the Recording Secretary to the Board of Education at 262-8339.
2. The Recording Secretary of the Board will log the report and inform the Superintendent and the Supervisor of Plant Operations.
3. The Supervisor of Plant Operations will notify the Central Administrative Office custodian and the respective building custodian to fly the flag at half-mast.
4. The Recording Secretary of the Board of Education will prepare to report to

the Board. The report will be presented at an official meeting following such action at which time it will be recorded in the official minutes of the Board.

The flag will not be displayed on days when the weather is inclement.

### ***Hoisting of the Flag***

The flag shall be hoisted briskly and lowered ceremoniously.

In half staffing the flag, it first should be hoisted to the peak for an instant and then lowered to the half-staff position. The flag shall be again raised to the peak before it is lowered for the day. The flag shall never be put at half-mast in the middle of the day. It must be put at half-mast in the morning only.

### ***Indoor Flags and Those Not on Movable Hoists***

There shall be a United States flag in each assembly room of every school in the district. It is the duty of the teacher or other person in charge of each assembly room to ensure that the flag in the room is displayed from a staff standing at the audience's right as they face the stage. If the flag is placed on the platform, it should stand at the right of the speaker as he/she faces the audience and at the audience's left as they face the stage.

Note: Prior regulation, Policy Manual, Lowering of the Flag Upon the Death of an Employee (October 18, 1991), revised

---

[A regulation in this area is required by the state Education Law and Regulations of the Commissioner of Education.]