

DISPLAY OF FLAGS PROCEDURE (INS-P009)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for displaying and modifying flag displays at schools within the Clarksville-Montgomery County School System

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Principals

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Schools

4.0 DEFINITIONS:

- 4.1 Half-Staff: "Half-staff" is meant lowering the flag to one-half the distance between the top and bottom of the staff.

5.0 PROCEDURE:

- 5.1 Flags will be of appropriate size to insure; in a calm wind condition, the lowest portion/tip of the flag will not extend lower than one-half the length of the flagpole.
- 5.1.1 It is customary to display flags from sunrise to sunset, however you can display all-weather flags at all times if properly lit at night.
- 5.2 The United States flag will be displayed at the top of the flagpole, unless permission is obtained through Central Office to be displayed at "half-staff".
- 5.2.1 Director of Schools/designee, following coordination with local elected officials may authorize the display of the United States flag at the "half staff" position.
- 5.3 When displaying the United States flag at "half-staff", the flag should be raised to the extreme top of the flagpole then lowered to the "half staff" position.
- 5.4 When lowering the United States flag from the "half-staff" position, the flag will again be raised to the top of the flagpole then lowered for removal.
- 5.5 When displaying the United States flag at "half-staff", it is the only flag displayed unless the school has two or more flagpoles.
- 5.5.1 At no time will two flags be displayed on one flagpole when the flag is being displayed at "half-staff".

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Army Field Manual 3-21.5 (July 7, 2003)
- 6.2 [INS-A003](#) Flag Displays

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|----------------|------------------|--------------------|-------------------|
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None.

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|-----------------------------------|
| 9/16/04 | | Initial Release |
| 2/8/10 | | Reviewed, no changes to procedure |

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****